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SAN FRANCISCO
PUBLIC LIBRARY COMMISSION

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NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DOCUMENTS DEPT.
JAN - 4 2001
SAN FRANCISCO
PUBLIC LIBRARY

DATE: **Tuesday, January 2, 2001**
TIME: **4:00PM**
PLACE: **Koret Auditorium, Main Library, lower level**

The meeting will be called to order

AGENDA:* **

1 **NOMINATION OF COMMISSION 2001 OFFICERS** **ACTION**
(This item is to allow Commissioners to nominate themselves or fellow commissioners for the offices of President or Vice President for 2001.)

2. **CITY LIBRARIAN'S REPORT** by Acting City Librarian Susan Hildreth **DISCUSSION**
(This is a discussion item is to allow the City Librarian to report on recent Library activities and make announcements.)
This report will consist of information on the Tool Center opening, branch library improvements and branch electrical upgrades.

3. **CITY LIBRARIAN SEARCH COMMITTEE REPORT** **DISCUSSION**
Presentation of, and discussion of a report by the City Librarian Search Committee on its activities.

4. **FRIENDS AND FOUNDATION MOU** **ACTION**
Presentation of, discussion of, and possible action to approve and recommend to the Board of Supervisors for approval, a proposed revised Memorandum of Understanding (MOU) between the Friends and Foundation of the San Francisco Public Library and the Library and to direct the City Attorney to draft an ordinance for Board of Supervisors approval that is consistent with the terms of the revised MOU.
Explanatory documents: a revised draft MOU between SFPL and Friends and Foundation dated 12/14/00, and a summary of key issues and revisions in the MOU.

5. **LIBRARY BUDGET** **ACTION**
Presentation on, and discussion of, and possible action to approve a FY 2001-2002 Library Budget by Library Finance Director George Nichols.
Explanatory document: 2001-02 Proposed Budget

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6. **MAIN LIBRARY POST OCCUPANCY EVALUATION (POE) REPORT DISCUSSION**
Presentation and discussion of staff response to all recommendations made in the POE.
Explanatory document: a report on response to Main Library POE recommendations and a memo regarding POE recommendations.

7. **INTERNET USE POLICY** **ACTION**
Based on new Federal regulations, review and reaffirm support for the Internet Use Policy which was adopted by the Commission in December 1998. Forward the Internet Use Policy to the Board of Supervisors for their endorsement.
Explanatory documents: a memo regarding new Federal regulations and Internet Use Policy.

8. **FRIENDS AND FOUNDATION REPORT** **DISCUSSION**
(This item is to allow the Friends and Foundation of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

9. **UNION REPORT** **DISCUSSION**
(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

10. **NEW BUSINESS** **DISCUSSION**
(This item is to allow Commissioners to introduce new agenda items for future consideration.)

11. **PUBLIC COMMENT** **DISCUSSION**
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

12. **ADJOURNMENT (requires motion and public comment)** **ACTION**

* Public comment will be taken before or during the Library Commission's consideration of each agenda item.

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at http://sfpl.lib.ca.us/.

Michael Housh, Commission Secretary - 12/11/00

KEY ISSUES/REVISONS
LIBRARY/FRIENDS AND FOUNDATION MOU
JANUARY 2, 2001

- MOU was heard by Board of Supervisors Finance Committee on 8/2/00 and referred to the Library Commission for further review.

- Concerns expressed at Finance Committee and revisions in response to those concerns are listed below:

Annual minimum supplemental funding too low	Minimum funding increased from $200,000 to $300,000 per year.
Use of patron list for solicitation	Library will ask patrons if they wish to receive information and forward to Friends & Foundation mail house only those names who express desire for information
Lack of accountability due to $25,000 gift limit for Board approval	Limit has been reduced to $5,000, the standard for Board approval
Friends & Foundation use of office space in Main Library	Lease for space will terminates 6/30/04, end date of MOU, with no renewal
Term of agreement (5 years) too long	Term has not changed, but will be in place for 3 years upon Board approval
Friends & Foundation management of Main Library After-hour Events	After-hours program discontinued. Friends & Foundation allowed use of Main Library and branches for library fund-raising events

- Representatives of SEIU Local 790 also voiced concerns. Library management, a Commission representative and a Friends & Foundation Board member have met with Union several times to address concerns. Meetings were held on 8/25, 9/29, 11/3 and 12/15.

- Issues that were not resolved with Union:
  Use of patron list for solicitation - Although State law (Government Code 6267a) permits the use of this data for library administration purposes, Union is philosophically opposed to its use for solicitation.
  Friends and Foundation outreach coordinator positions in Stegner and Hormel Centers in Main Library - Union believes that these individuals are doing work that should be done by librarians. Library characterizes work as "gifts of services" which does not displace any current library employees.

REVISIONS TO PREVIOUS DRAFTS OF MOU

- Final version of MOU dated 12/14/00 contains new language that clarifies City Librarian reserves right not to accept a gift from Friends & Foundation.

- Annual minimum supplemental funding increased from $200,000 to $300,000. Total anticipated funding for 2000/01 is $2,000,000. The minimum supplemental funding level is directly tied to value of space in Main Library, which is $165,000 annually.

- Term of MOU remains 5 years (7/1/99 – 6/30/2004); lease for 6th floor office space is proposed for 9/12/2000 – 6/30/2004 with no renewal; lease for bookstore space can extend beyond term of MOU until 6/30/09. Friend and Foundation have invested $240,000 in remodeling of office space on 2nd floor of Main to facilitate their occupation of space on 6th floor.

- Library patrons will be asked if they wish to receive information about Friends and Foundation. Library will provide Friends and Foundation mail house with contact information for only those patrons who have acknowledged that they wish to receive information from Friends and Foundation.

- New section (1.10) regarding "gifts of services", i.e. Friends and Foundation personnel working on behalf of library purposes. States that "Nothing in this MOU is intended to conflict with the terms of any current agreement between the City and any bargaining unit that is represented in the Library's classification series". Further states that " The City shall not use paid or unpaid volunteers … to displace Bargaining Unit employees. The City will not keep authorized budgeted positions vacant, nor is it the intent of the City Departments to initiate the reduction of the number of budgeted positions, for the purposes of using Volunteers…"

- New section (1.11) added to clarify that the Friends and Foundation can use the Main Library and branches for activities and fundraising events.

- Detailed description regarding the Events Management agreement has been eliminated.

- Proposal that City Librarian be given authority to accept gifts from Friends and Foundation up to $25,000 without Board of Supervisors approval has been dropped. City standard of department head approval of gifts up to $5,000 will continue to be used.

12/14/00 DRAFT for review by the San Francisco Public Library Commission
This draft may be subject to further revisions by the City Librarian and the City Attorney's Office.
Changes to the 10/30/00 draft are marked below.

12/14/00 DRAFT

MEMORANDUM OF UNDERSTANDING

(San Francisco Public Library/Friends and Foundation)

THIS MEMORANDUM OF UNDERSTANDING ("MOU"), dated as of July 1, 1999, is by and between the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City"), acting by and through the San Francisco Public Library ("Library"), and the FRIENDS AND FOUNDATION OF THE SAN FRANCISCO PUBLIC LIBRARY, a California non-profit public benefit corporation ("Friends and Foundation").

RECITAL OF FACTS AND CIRCUMSTANCES.

This MOU is made with reference to the following facts and circumstances:

A. The City's Main Library building (the "Building") is in the Civic Center. The San Francisco Public Library Commission (the "Commission") has jurisdiction over the Building and is responsible for its operation. The Building, consists of a total of approximately 387,000 square feet, and includes, among other facilities, space for offices and a bookstore.

B. The Friends and Foundation is a non-profit 501(c)(3) corporation devoted to: (i) assisting in the development of the San Francisco Public Library, which is a City department currently consisting of the Main Library and 26 branch libraries (the "Library") whereby the Library might develop further into one of the truly fine public libraries in the Nation, meet national library standards as set forth by the American Library Association, and fulfill its literary and educational purpose; (ii) consulting with, procuring the aid and cooperation of, and making recommendations and suggestions to the Library Commission, Board of Supervisors, the Mayor, and other boards, commissions and authorities having jurisdiction over library matters for the continued betterment of the San Francisco Public Library; (iii) encouraging gifts of rare, expensive, and other goods, properties and materials which the Library would not otherwise be able to secure; and (iv) promoting the public use of the Library and appreciation of its value as a cultural and educational asset to the community and encouraging related activities which will enhance the Library's position in the community.

C. The Friends of the San Francisco Public Library (the "Friends") had been operating under an MOU with City and County of San Francisco dated February 23, 1996, which terminated on June 30, 1999. Under that MOU, the Friends provided the San Francisco Public

Library with supplemental funding for particular Library projects. These funding grants enhance Library services, programs, materials and capital projects but are not intended to replace funding the City traditionally provides to the San Francisco Public Library. On July 1, 1999, the Friends merged with the Library Foundation of San Francisco ("Foundation"). The merged organizations continue operation under the name of the Friends and Foundation of the San Francisco Public Library.

D. The Foundation had been operating under an MOU with the City and County of San Francisco, dated May 2, 1996, which terminated on June 30, 1999, the date the Foundation ceased to exist. The Foundation had also been operating under an Events Management Agreement dated September 30, 1996 (the "Events Management Agreement") with the City. Under the Events Management Agreement, the Foundation provided services for the marketing and management of the event space in the Building for meetings, lectures, receptions, private functions and other events after the Building's public hours. The Events Management Agreement, as extended, also terminated on June 30, 1999. During the City's Fiscal Year 1999 – 2000, June 30, 1999 through July 1, 2000, the Friends and Foundation continued operating the events management program in the Building. On August 1, 2000, the Library Commission voted not to continue the events management program with the Friends and Foundation.

E. The Friends and Foundation is willing to continue providing supplemental funding to the San Francisco Public Library. In connection with such funding assurance, the Friends and Foundation will lease certain space in the Building. Specifically, the Friends and Foundation will lease office space in the Building for Library-related purposes and lease and operate the bookstore. In addition, the Friends and Foundation has already paid $240,000 for tenant improvement costs incurred in remodeling and renovating space on the second floor of the Main Library for the ultimate use of Library purposes. All other functions and services will continue until terminated under the terms of this agreement.

F. The Friends and the Foundation, prior to their merger in July 1, 1999, each occupied space in the Building since the Building opened in April 1996 under the terms of their respective MOUs with the City. From July 1, 1999 until the April 28, 2000, the Friends and Foundation occupied space on the second floor of the Building. Specifically, the Friends and Foundation had occupied, on a month-to-month basis, the office space described in the Memorandum of Understanding dated February 23, 1996 ("second floor office space") between the City and the Friends, under the same terms and conditions as are set forth in that MOU with respect to those premises, until April 28, 2000. The Friends and Foundation also occupied, on a month-to-month basis, the gift store space described in the Memorandum of Understanding dated February 23, 1996 ("second floor gift store space") between the City and the Friends, under the same terms and conditions as are set forth in that MOU with respect to those premises, until March 31, 2000. The Friends and Foundation's lease of office and bookstore space other than the second floor office and gift store space described above shall be governed in accordance with Section 2 (*Leased Space)* of this MOU.

G. The City is willing to agree to such leases in the Building and has determined that such leases are in the public interest by (i) enabling the Friends and Foundation to continue to perform services in furtherance of the public purposes of the San Francisco Public Library and (ii) facilitating the Friends and Foundation's efforts to raise private funds to help augment City funding for Library Department projects.

H. The City and the Friends and Foundation desire to set forth their understanding of the essential terms and conditions upon which they are willing to proceed with such transactions and assurances, and to express their mutual support for the endeavors described herein.

I. This MOU terminates and supercedes all prior MOU's between the City and the Friends of the San Francisco Public Library and the Library Foundation of San Francisco.

ACCORDINGLY, the City and the Friends and Foundation agree and express their intent to act and cooperate as follows:

1. SUPPLEMENTAL FUNDING

1.1. Annual Supplemental Funding by Friends and Foundation. The Friends and Foundation shall raise and expend private funds for the San Francisco Public Library for the purpose of enhancing City funding for particular programs, operations and services of the San Francisco Public Library. Specifically, the Friends and Foundation pledges to raise and expend at least $300,000 annually ("annual supplemental funding") in support of the Library over the term of this MOU. However, in no event shall the annual supplemental funding equal less than the combined fair market rental value of the leases for the office space and bookstore space described in Section 2 of this MOU *(Leased Space)* for the same period as recommended by the Department of Real Estate (Civic Center rental rates as of September 28, 2000 are attached as Exhibit C). Such annual supplemental funding shall be in addition to any expenses previously paid by the Friends and Foundation for remodeling and renovating the space on the second floor of the Building previously used as office and gift store space by the Friends and Foundation. Such annual supplemental funding shall also be in addition to any funds raised by the Friends and Foundation through capital campaigns and fundraising for special projects. Furthermore, such annual supplemental funding shall also be in addition to the rent required under Section 2.1.3 *(Rent)*. Such fundraising by the Friends and Foundation is intended to enhance the funding for the San Francisco Public Library and not to replace traditional sources or levels of City funding. If the Friends and Foundation do not satisfy the requirements of this Section, the City shall have the right to terminate either or both of the office and bookstore leases described in Section 2 *(Leased Space)* of this MOU. The annual supplemental funding from the Friends and Foundation shall be utilized by the Library for purposes consistent with the mission of the Friends and Foundation, as described in Recital Paragraph B on page 1 of this MOU. The Friends and Foundation shall make such funds available to the Library Department in accordance with the process set forth below.

1.1.1. Term of Assurance. This MOU shall become effective upon full execution and delivery hereof and approval of this MOU by the City's Board of Supervisors and Mayor and shall expire on June 30, 2004, except to the extent the leases entered into under this MOU provide otherwise, in accordance with Section . 2.1.2 *(Leases of Office and Bookstore Space to the Friends and Foundation - Terms).* The Friends and Foundation's assurance of annual supplemental funding, as described in Section 1 *(Supplemental Funding)* of this MOU, shall terminate on June 30, 2004, or the date upon which the Friends and Foundation's lease of office space is terminated under Section 2.1.2 (*Leases of Office Space and Bookstore Space to the Friends and Foundation - Terms*), whichever date is earlier.

1.1.2. Library Proposal for Supplemental Funding. On or before February 15 of each year during the term of this MOU, the City Librarian or his or her designee (hereinafter collectively referred to throughout this MOU as the "City Librarian") shall develop and furnish to the Friends and Foundation a written proposal for use of the annual supplemental funding for anticipated programs (including operations, services, capital projects, purchases of fixtures, furnishings, and equipment, and other activities). The City Librarian shall use his or her best efforts to develop such proposal in consultation with the Friends and Foundation.

1.1.3. Friends and Foundation Review of Proposal. As soon as practicable after receipt of the proposal from the City Librarian, but in no event later than April 30 of each year, the Friends and Foundation shall complete its review of the proposal. The purpose of the review shall be to notify the City Librarian of which programs in the proposal the Friends and Foundation is willing to consider funding as part of its annual budget, consistent with the Friends and Foundation's mission.

1.1.4. Notice of Determination. The Friends and Foundation shall, as soon as possible but no later than June 30 of each year, notify the City Librarian and the Library Commission in writing of the Friends and Foundation's determination of which programs it is willing to fund and any special conditions to funding. The Friends and Foundation may agree to fund less than the full amount requested in the Library proposal. To the extent that the Friends and Foundation elect not to fund certain projects contained in the proposal or to fund less than the amount requested by the City Librarian, the notice of determination shall include a summary of the reasons for such determination and, if appropriate, a statement of how the City Librarian could modify the proposal to obtain funding. The Friends and Foundation may, in its discretion, approve modified or additional proposals at any time.

1.1.5. Friends and Foundation Funding Commitment. The Friends and Foundation's approval of supplemental funding in the notice of determination shall be based on then existing cash and other assets held by the Friends and Foundation. Such approval shall constitute a binding commitment, and shall not be subject to the subsequent ability of the Friends and Foundation to obtain additional cash or other assets to partially or fully cover the approved supplemental funding. The Friends and Foundation and the City Librarian shall agree on the terms and conditions upon which funds shall be disbursed to pay for approved programs. As a general principle, the Friends and Foundation and the City Librarian shall attempt to agree upon a reasonable payment schedule for each approved project, provided that the City Librarian shall periodically, but not less frequently than quarterly, submit invoices and other documentation of expenditures of Friends and Foundation grants for such project. The Friends and Foundation shall grant such funds to the Library or pay such costs directly to the vendor, as agreed upon by the Friends and Foundation and City Librarian. In the event the Friends and Foundation advances funds to the Library instead of providing monies on a reimbursement basis, the Friends and Foundation shall have the right to audit City records to confirm proper expenditure of such funds.

1.2. Waivers and Extensions of Deadlines. After consultation and mutual agreement between the City Librarian and the Friends and Foundation, any of the deadlines set forth in Sections 1.1 – 1.1.4 *(Supplemental Funding by Friends and Foundation)* above may be extended or postponed.

1.3. Capital Campaigns and Special Fundraising Projects. In addition to raising and expending the annual supplemental funding described in Section 1.1 *(Annual Supplemental Funding)*, the Friends and Foundation shall make a good faith effort to respond to requests made by the City Librarian for special capital campaigns and special fundraising projects to be undertaken by the Friends and Foundation on behalf of the Library.

1.4. Prior Approval by City Librarian of Fundraising Campaign Materials, Capital Campaigns and Special Fundraising Projects. The Friends and Foundation shall obtain the City Librarian's prior approval for all of their respective fundraising campaign materials, which (i) include any reference to the San Francisco Public Library or any of its programs or services, (ii) provide for any acknowledgments or benefits to be proposed or offered by the Friends and Foundation to campaign donors and potential donors which could have any impact on the Building or any other Library branches, property, programs or activities under the Library Commission's jurisdiction, or (iii) otherwise require the City Librarian's approval under Section 1.7 *(Privilege to Use Library Membership List; Approval of Mailings to Members)* below. All capital campaigns and special fundraising projects of the Friends and Foundation on behalf of the Library, as described above in Section 1.3 (*Capital Campaigns and Special Fundraising Projects),* must be approved in advance by the City Librarian, in his or her sole discretion.

1.5. Notice of Terms of Pledges and Gifts. The Friends and Foundation shall provide the City with reasonable advance written notice of the terms and conditions of any proposed pledges or gifts which could (i) affect the Building or any other property, programs or activities under the Library Commission's jurisdiction or (ii) impose financial or other obligations or liabilities on the City. With respect to disclosure of gift and donor information, both parties agree to comply with all applicable laws, including any applicable provision of Chapter 67 of the San Francisco Administrative Code (the "Sunshine Ordinance").

1.6. Acceptance of Gifts. The City agrees that all funds accepted by the City from the Friends and Foundation will be held by the City Controller in accordance with the terms and conditions of lawful restrictions imposed by donors on the use of such funds. In accordance with Section 10.116 of the San Francisco Administrative Code, the City Librarian, in his or her sole discretion, is "authorized to accept any gift of cash in an amount not to exceed $5,000 or goods of market value not to exceed $5,000, which may from time to time be offered to the City and County of San Francisco" through the Library department by the Friends and Foundation. However, the City Librarian reserves the right not to accept any gift, in his or her sole discretion. Gifts in excess of the $5,000 limit specified in Section 10.116 must be accepted by action of the City's Board of Supervisors. If such $5000 limit is increased by the Board of Supervisors, the increased limit shall apply.~~]~~

1.7. Privilege to Use Library Membership List; Approval of Mailings to Members. "The City grants the Friends and Foundation, as an agent of the San Francisco Public Library for fundraising purposes, the non-exclusive privilege to use the City's list of members of the San Francisco Public Library solely to solicit donations for the purposes described in Section 1.1 *(Supplemental Funding by Friends and Foundation)* of this MOU. Such privilege shall continue for the full term of the supplemental funding commitment referred to in Section 1.1 *(Supplemental Funding by Friends and Foundation)*, provided that the City Librarian may elect to terminate such privilege if he or she determines that the list has been misused in any way. The City Librarian shall use his or her reasonable efforts to provide the Friends and Foundation with periodic updates of such list from time to time during the term of the supplemental funding commitment. The City Librarian may withhold information relating to members of the San Francisco Public Library who have requested not to receive solicitations~~,~~ or any other materials from the Friends and Foundation, and the Friends and Foundation shall remove from its solicitation list any member who requests not to be solicited. In addition, the Friends and Foundation agrees to pay for the costs of mailing forms to current members of the San Francisco Public Library so that such current members~~they~~ may ~~request~~ indicate whether or not they wish to receive solicitations or any other materials from the Friends and Foundation. The City Librarian shall have the right to approve, in advance, all mailings, solicitation letters or other written communications or materials that the Friends and Foundation intend to distribute to members of the San Francisco Public Library and the general parameters of all scripts for telephone solicitations of members of the San Francisco Public Library. The Friends and Foundation shall not send such written communications or make telephone solicitations unless the written communications or telephone scripts are approved in advance by the City Librarian. The Friends and Foundation, and its fundraising subcontractors and agents shall comply with all confidentiality laws relating to the use of the Library membership lists. Any contract between the Friends and Foundation and a subcontractor or agent for fundraising shall require compliance with all such confidentiality laws and shall provide that all information relating to the members of the San Francisco Public Library shall be kept strictly confidential and not be distributed or made available to any other party or used for any purpose other than for solicitations for the San Francisco Public Library.

1.8. Fiscal and Budgetary Provisions. All the terms hereof shall be subject to the City Charter's fiscal and budgetary provisions.

1.9. Funding to San Francisco Public Library. The Friends and Foundation shall not make gifts of funds or assets to any library other than the San Francisco Public Library unless a specific exception is approved in writing by the City Librarian.

1.10. Gifts of Services. Where the Friends and Foundation offers gifts of services, and the City accepts such gifts, such gifts shall be in addition to the annual supplemental funding described in Section 1.1 *(Annual Supplemental Funding by Friends and Foundation).* Nothing in this MOU is intended to conflict with the terms of any current agreement between the City and any bargaining unit that is represented in the Library's classification series. Parties to this MOU acknowledge that section 107 of the Memorandum of Understanding between the City and Service Employees International Union (SEIU) Locals 250, 535 and 790, covering the period from 7/1/2000 – 6/30/2003 (the "SEIU Agreement"), provides that "The City shall not use paid or unpaid volunteers… to displace Bargaining Unit employees. The City will not keep authorized budgeted positions vacant, nor is it the intent of the City Departments to initiate the reduction of the number of budgeted positions, for the purposes of using Volunteers…." (SEIU Agreement, Sec. 107 at p. 13.)

1.11. Fundraising Events and Activities in the Main Library Building and the Branches. The Friends and Foundation shall be authorized to periodically host fundraising events and activities in the Main Library Building as well as in the branch libraries, subject to the prior approval of the City Librarian in his or her sole discretion and in accordance with Section 3.3. *(Rules and Regulations established by the City Librarian and Department of Real Estate)*, as a means of carrying out the Friends and Foundation's fundraising obligations and activities under this Section 1 (*Supplemental Funding).*

2. LEASED SPACE

2.1. Leases of Office and Bookstore Space to the Friends and Foundation. The Friends and Foundation shall occupy the office space on the sixth floor of the Building ("office space") as of September 12, 2000 (a diagram of the office space is attached as Exhibit A *("Office and Bookstore Space to be Leased to the Friends and Foundation")*). In addition, the City Librarian has designated and approved space on the first floor of the Building for use in connection with the operation of a bookstore ("bookstore space") (a diagram of the bookstore space is attached as Exhibit A *("Office and Bookstore Space to be Leased to the Friends and Foundation")*. The Friends and Foundation shall occupy such office and bookstore space in accordance with the terms of this Section 2.1 *(Leases of Office and Bookstore Space to the Friends and Foundation)*. The City, acting through the Department of Real Estate, and the Friends and Foundation shall undertake negotiations to enter into a lease of office space, and a lease of bookstore space, on the following terms and conditions:

2.1.1. Leased Office And Bookstore Premises. The leased premises for office space shall consist of no more than 2686 square feet, and the leased premises for bookstore space shall consist of no more than 400 square feet. The location and exact size of the office space and the bookstore space each must be approved in writing by the City Librarian.

2.1.2. Terms.

(a) Lease for Office Space. The lease for the office space shall be for a term commencing on September 12, 2000 and expiring on June 30, 2004, with no renewal option. The Friends and Foundation may terminate the lease for office space upon giving the other party not less than 90 days notice prior to the end of the term. The City may terminate the lease upon giving the Friends and Foundation not less than 90 days notice prior to the end of the term if the Friends and Foundation fails to meet its annual supplemental funding obligations under Section 1 *(Supplemental Funding)*.

(b) Lease for Bookstore Space. The lease for bookstore space shall be for an initial term commencing on a date agreeable to both parties and expiring on June 30, 2004. At the expiration of such initial term, such lease may continue on a year-to-year basis, until June 30, 2009. Either party may terminate the lease upon giving the other party no less than 90 days notice prior to the end of the initial term and each lease year, provided that if neither party gives such notice each such lease shall be automatically extended for another year until June 30, 2009.

2.1.3. Rent. The rent payable by the Friends and Foundation shall be $1 per year for office space, and $1 per year for bookstore space.

2.1.4. Fair Market Rental Value of Office Space and Bookstore Space. In order to ensure compliance with Section 1.1 *(Annual Supplemental Funding),* on or before January 1 of each year during the term of this MOU, the City Librarian shall request that the Department of Real Estate provide an updated estimate of the combined fair market rental value of the leases for such office space and bookstore space in the Civic Center. Such updated estimates shall be attached hereto as part of Exhibit C *(Civic Center Rental Rates).*

2.1.5. Uses of Office Premises. The Friends and Foundation shall use the leased sixth floor office space for office and administrative purposes related solely to (i) the management of volunteer activities and programs in support of the San Francisco Public Library, (ii) the operation of the bookstore in the Building as further provided in this Section 2 *(Leased Space)*, (iii) fundraising for the San Francisco Public Library, and (iv) and for such other activities in support of the San Francisco Public Library as are approved by the City Librarian. The Friends and Foundation shall not use those leased premises for any other purpose. In connection with the lease, the Friends and Foundation shall have the right to shared use of a copy room convenient to those leased premises. The Friends and Foundation shall be responsible for negotiating an agreement with the City Librarian for the shared use of such copy room space, including the shared costs of leasing, maintaining and supplying a copier.

2.1.6. Use of Bookstore Premises. The Friends and Foundation shall use the leased bookstore space only for the operation of a bookstore, selling to the general public goods and other merchandise related to the promotion of the Building, the San Francisco Public Library and the City and County.

2.1.7. Merchandise. The merchandise sold in the bookstore shall consist of premium merchandise that promotes the San Francisco Public Library, including, but not limited to, T-shirts, mugs, historic photographs, posters, reading lights, school and office supplies, books by San Francisco authors and works by local artists, and donated books. All such merchandise shall be subject to the reasonable approval of the City Librarian. In managing the store and selecting and developing goods for the store, the Friends and Foundation shall cooperate with the City's Chief Administrative Officer and the City Store.

2.1.8. Non-Exclusive License to Use Logos and Other Marks. In connection with the lease of bookstore space and for no additional fee or charge, City, in the City Librarian's sole discretion, shall grant the Friends and Foundation a non-exclusive license to use the Library's logo and any other emblems, logos, symbols and designs, trademarks, copyrights or servicemarks or other commercial symbols approved by City in (i) the sale of merchandise at the bookstore, (ii) the Friends and Foundation' newsletter and in other correspondence with members and potential members of the Friends and Foundation and (iii) as otherwise approved in advance by the City Librarian. The term of the license shall coincide with the term of the lease of bookstore space. Subject to the rent in Section 2.1.3 *(Leased Space - Rent)*, the Friends and Foundation shall own all proceeds from works for hire sold during the term of the lease of bookstore space. At the conclusion of that lease, the City shall either (i) purchase from the Friends and Foundation all or a portion of the works for hire that have not been sold in the gift shop for its actual costs in producing the same, or (ii) allow the Friends and Foundation to continue to sell such works for hire outside the leased bookstore premises until all such works are sold. The City shall reserve the right to approve the use of City-provided or City-owned logos and any other marks on store merchandise, as the City Librarian, in his or her sole discretion, deems appropriate. All marks, artwork, copy, posters, photographs, videotapes, audiotapes, software, surveys and any other original or other derivative works of authorship created by the Friends and Foundation in connection with the bookstore lease and involving or using any City property shall be deemed "works for hire" under 17 U.S.C. §101 and shall be City's property and all rights thereto shall be assigned to the City. The Friends and Foundation shall take such action as is necessary or appropriate to protect the City's right, title and interest in City-owned or City-provided marks. The Friends and Foundation acknowledge that the City seal may not be used on any goods without Board of Supervisor's approval. The Friends and Foundation shall indemnify the City against any claimed infringement of patent rights, copyright, trade secret or other proprietary right or trademark in consequence of its use in the bookstore.

2.1.9. Banner. The Friends and Foundation shall have the right to place a banner, at the Friends and Foundation's expense, on the Grove Street side of the Building promoting the bookstore to the public. The banner shall be subject to the prior approval of the City Librarian. In addition, the Friends and Foundation shall, at its own expense, obtain any and all required regulatory approvals to place such banner on the Building.

2.1.10. Equipment; Trade Fixtures. The Friends and Foundation shall be responsible for furnishing all equipment, movable personal property and trade fixtures needed to operate the bookstore and occupy the office space. Such property shall belong to the Friends and Foundation, unless the Friends and Foundation elects, in its discretion, to donate such property to the City in accordance with applicable procedures for acceptance by the City of gifts.

2.1.11 Reports; Books and Records; Audit. The Friends and Foundation shall establish and maintain at the store or in the office space in the Building proper and accurate books, records, cash receipts and systems of account, and other data pertinent to the reporting of sales. All such records shall be subject to audit and inspection by the City or its agents. On an annual basis, the Friends and Foundation shall deliver to the Controller and to the City Librarian an independently prepared audit of all of Friends and Foundation's operations, including but not limited to its operations conducted in the bookstore space.

2.1.12. Utilities and Services. The City shall provide, at its cost, basic building utilities and services, including electricity, heating, ventilation, air conditioning, and janitorial services, for the uses permitted under the sixth floor office space and bookstore space leases, on the same basis as the rest of the Building. The City shall also provide telephone service for the Library-related uses permitted under those leases, provided the phones may not be used for personal phone calls. The Friends and Foundation shall be responsible for providing any security or other services necessary for the operation of the bookstore in addition to the base building services. In no event shall the City be responsible for any thefts or losses of store merchandise.

2.1.13. Tenant Improvements. The City shall not be responsible for any costs of installing or constructing any tenant improvements in the leased premises for the Friends and Foundation's use. If the Friends and Foundation construct any additional tenant improvements, the Friends and Foundation shall be responsible for all costs of such improvements and shall follow all applicable City contracting requirements relating to such construction work. Any significant alterations or improvements to the leased premises shall be subject to the approval of the City, acting through the City Librarian and Director of Property of the Department of Real Estate ("Director of Property"), in its sole discretion, and shall become the property of City. No approval whatsoever shall be required for improvements which cost less than $5000, do not affect the Building structure or systems, and comply with the City Librarian's guidelines for décor and improvements to the building. With respect to the space on the second floor of the Building that was previously used as office and gift store space by the Friends and Foundation, the Friends and Foundation, in accordance with the requirements of this Section, have already paid $240,000 for tenant improvement costs incurred in remodeling and renovating that space. The Library is currently using such space for Library purposes and intends to continue using such space for Library purposes.

2.1.14 Repairs and Maintenance. City shall be responsible for repairing and maintaining the structural portions of the Building and the common areas. The Friends and Foundation shall be responsible for maintaining the interior of the leased premises, provided that City shall provide basic janitorial services as provided above.

2.1.15. Insurance and Indemnity. The Friends and Foundation shall, at its expense, maintain liability coverage and other insurance required by the Department of Real Estate and the City's Risk Manager, in accordance with the City's typical requirements for office and retail tenants. Such insurance shall include (i) Commercial General Liability Insurance with limits not less than $1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including coverages for Contractual Liability, Personal Injury, Broadform Property Damage, Fire Damage Legal Liability ($50,000), Liquor Liability, Products and Completed Operations; (ii) Business Automobile Liability Insurance with limits not less than $1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including coverages for owned, non-owned and hired automobiles, as applicable; and (iii) Worker's

Compensation Insurance with Employer's Liability Coverage with limits of not less than $1,000,000 each accident. The general liability and automobile liability policies shall name the City and County of San Francisco, its officers, agents and employees as Additional Insureds and provide that such insurance is primary to any other coverage available to the Additional Insureds. If any of the insurance contains a general annual aggregate limit or a limit that includes legal defense costs, such aggregate limit shall be double the occurrence limits set forth above. All required insurance shall provide thirty (30) days advance written notice to the City at the address for notices to City in this MOU. The Friends and Foundation shall indemnify the City for any and all losses arising out of the Friends and Foundation's use of the leased office or bookstore premises, and such indemnity shall not be limited to the amount of its insurance.

2.1.16. Assignment and Subletting. The Friends and Foundation may not assign its interest in the leases of office and bookstore space or sublet either of those leased premises or any portion thereof. The Friends and Foundation intend to operate the bookstore with Friends and Foundation staff and volunteers. However, subject to the approval of the City Librarian, which approval may be given or withheld in the City Librarian's sole discretion, the Friends and Foundation may subcontract the operation of a bookstore.

2.1.17. Employer Taxes and Liability. The Friends and Foundation shall under no circumstances be deemed an employee of the City, and all employees or subcontractors working in the store shall be employees of the Friends and Foundation and not of the City. Friends and Foundation's volunteers working in the store shall not be deemed to be employees of the City, and liabilities arising from the acts or omissions of such volunteers shall be the responsibility of the Friends and Foundation, not of the City. The Friends and Foundation shall be responsible for employer taxes and liabilities.

2.2. Board Approval. Once this MOU is approved by the Board of Supervisors, the Director of Property shall be authorized to enter into the office and bookstore leases contemplated by, and consistent with the conditions set forth in, this MOU.

3. COMPLIANCE WITH APPLICABLE LAWS, RULES AND REGULATIONS

3.1. City Ordinance Requirements. The Friends and Foundation agrees to comply with each of the provisions set forth in Exhibit B *("Ordinances of the City and County* *of San Francisco")* and any other applicable City Ordinance, including any applicable provision of the Sunshine Ordinance. In addition, with respect to any lease entered into under this MOU, the Friends and Foundation agrees to comply with all applicable City Ordinances, including any applicable provision of the Sunshine Ordinance. All references to "Contractor" in Exhibit B shall be deemed to refer to Friends and Foundation.

3.2 Compliance with Laws and Regulations. Friends and Foundation, at Friends and Foundation's sole cost and expense, promptly shall comply with all laws, resolutions, regulations, judicial decisions and policies of any municipal, county, state or federal government or other governmental or regulatory authority with jurisdiction over the Friends and Foundation and the Building or any portion thereof, including without limitation, the City (collectively, "Laws") relating to or affecting the condition, use or occupancy of the Building in effect either at the time of execution of this MOU or which may hereafter be in effect at any time during the term hereof, whether or not the same are now contemplated by the parties.

3.3 Rules and Regulations established by the City Librarian and Department of Real Estate. With respect to all of the agreements referred to above for the use of the Building, the Friends and Foundation shall agree to comply with all rules and regulations established by the City Librarian and the Director of Property for the Building~~.~~ and any other Library branches, property, programs or activities under the Library Commission's jurisdiction.

4. REPRESENTATIONS AND WARRANTIES

4.1 Representations and Warranties of Friends and Foundation. The Friends and Foundation is a non-profit public benefit corporation duly organized, validly existing and in good standing in the State of California. The Friends and Foundation has been organized for the express purpose described in Recital Paragraph C above and is duly maintained as a 501(c)(3) tax exempt corporation.

5. POSSESSORY INTEREST TAXES

[This section may be subject to additional revisions by the City Attorney's Office]

(a) The Friends and Foundation, on behalf of itself and any permitted successors and assigns, recognizes and understands that the Friends and Foundation's use of the office and bookstore space in the Building under the terms of this MOU, or the documents anticipated hereunder, may create a possessory interest subject to property taxation and the Friends and Foundation, and any permitted successor or assign, shall be responsible for the payment of such taxes, if any, as are lawfully imposed and if no exemption applies.

(b) The Friends and Foundation, on behalf of itself and any permitted successors and assigns, further recognizes and understands that any assignment permitted hereunder and any exercise of any option to renew or other extension of this MOU may constitute a change in ownership for purposes of property taxation and therefore may result in a reevaluation of any possessory interest created hereunder. The Friends and Foundation shall report any assignment or other transfer of any interest in this MOU or any renewal or extension thereof to the County Assessor within sixty days after such assignment, transfer, renewal or extension.

(c) The Friends and Foundation further agrees to provide such other information as may be requested by the City and County of San Francisco (the "City") to enable the City to comply with any reporting requirements under applicable law with respect to possessory interests.

6. NOTICES

6.1. Notices. Unless otherwise expressly provided herein, any notice given under this MOU shall be effective only if in writing and given by delivering the notice in person or by sending it first-class mail or certified mail with a return receipt requested or by Express Mail, return receipt requested, with postage prepaid, as follows:

City:
San Francisco Public Library
Civic Center – 100 Larkin Street
San Francisco, California 94102
Attn.: City Librarian
Fax: (415) 557-4239

with a copy to:
Real Estate Department
25 Van Ness Ave.

San Francisco, California 94102
Attn: Anthony J. DeLucchi, Director of Property
Fax: (415) 552-9216

Friends and Foundation: San Francisco Public Library
Civic Center – 100 Larkin Street
San Francisco, California 94102
Attn.: Executive Director
Fax: (415) 557-4375

or to such other address as any party may designate as its new address for such purpose by notice given to the other in accordance with the provisions of this Section at least ten (10) days prior to the effective date of such change. Any notice hereunder shall be deemed to have been given two (2) days after the date when it is mailed if sent by first class or certified mail, one day after the date it is made if sent by Express Mail, or upon the date personal delivery is made. For convenience of the parties, copies of notices may also be given be telefacsimile to the telephone number set forth herein or such other number as may be provided from time to time; however, neither party may give official or binding notice by facsimile.

7. GENERAL PROVISIONS

7.1. Entire Agreement. This MOU, including the exhibits hereto, which are made a part of this MOU, contains the entire agreement and all of the representations between the parties with respect to the subject matter of this MOU and supersedes all other oral or written agreements between the City and the Friends of the San Francisco Public Library and the Library Foundation of San Francisco. Any prior correspondence, memoranda, agreements, warranties, or written or oral representations relating to such subject matter are superseded in total by this MOU. No prior drafts of this MOU or changes from those drafts to the executed version of this MOU shall be introduced as evidence in any litigation or other dispute resolution proceeding by any party or other person, and no court or other body should consider those drafts in interpreting this MOU.

7.2. Amendments. Neither this MOU nor any term or provisions hereof may be changed or terminated, except by a written instrument signed by the parties hereto.

7.3. Assignment. The rights under this MOU are personal in character and neither this MOU nor any duties or obligations hereunder may be assigned or delegated by the Friends and Foundation unless first approved by City by written instrument.

7.4. Approvals. All City approvals under the agreements contemplated hereby shall be given by the City Librarian except as otherwise specified herein or in the City Charter.

7.5. Non-Liability of City Officials, Employees and Agents. No elective or appointive board, commission, member, officer, employee or other Agent of City shall be personally liable to Friends and Foundation, its successors and assigns, in the event of any default or breach by City or for any amount which may become due to Friends and Foundation, its successors and assigns, or for any obligation of City under this MOU.

7.6. Conflict of Interest. The Friends and Foundation states that it is familiar with provisions of Section 8.105 of the San Francisco Charter and Section 87100 et seq. of the California Government Code and certifies that it does not know of any facts which constitute a violation of such regulations.

7.7. Non-discrimination. The Friends and Foundation shall not, nor shall they permit any operator, assignee, subtenant or licensee to, discriminate against any person or group of persons solely because of race, color, creed, national origin, ancestry, age, sex, sexual orientation, gender identity, disability or acquired immune deficiency syndrome (AIDS) or AIDS related condition (ARC).

7.8. Subject to Charter Limitations. Any obligations of the City pursuant to any of the agreements contemplated herein are subject to the budget and fiscal provisions of the San Francisco Charter.

7.9. Effect. The parties understand and agree that this MOU is not intended to be, and shall not become, contractually binding on the parties, ~~nor is it intended to create any third party beneficiary rights,~~ except as provided in Section 1 *(Supplemental Funding)* above. This MOU is not intended to create any third party beneficiary rights. Subject to the foregoing, no legal obligations among the parties shall exist with regard to the subject matter hereof, unless and until the parties have negotiated and executed final agreements as contemplated hereby and such agreements have been approved the Friends and Foundation' board of directors and by the City's Board of Supervisors and Mayor, in accordance with applicable laws.

7.10. Cooperation. Subject to the terms and conditions of this MOU, the Friends and Foundation and the City, acting by and through the City Librarian and the Director of Property, shall use their good faith best efforts to do, or cause to be done, all things reasonably necessary or advisable to carry out the purposes of this MOU and the uses of the Building contemplated hereby as expeditiously as practicable, subject to all applicable approvals.

The parties hereto have executed this MOU on the day first mentioned above.

FRIENDS AND FOUNDATION OF THE SAN FRANCISCO PUBLIC LIBRARY,
a California non-profit public benefit corporation

By______________________________
Its______________________________

By______________________________
Its______________________________

CITY AND COUNTY OF SAN FRANCISCO
SAN FRANCISCO PUBLIC LIBRARY

By__________________________
Susan Hildreth
Acting City Librarian

APPROVED AS TO FORM:

LOUISE H. RENNE, City Attorney

By__________________________
Deputy City Attorney

APPROVED:

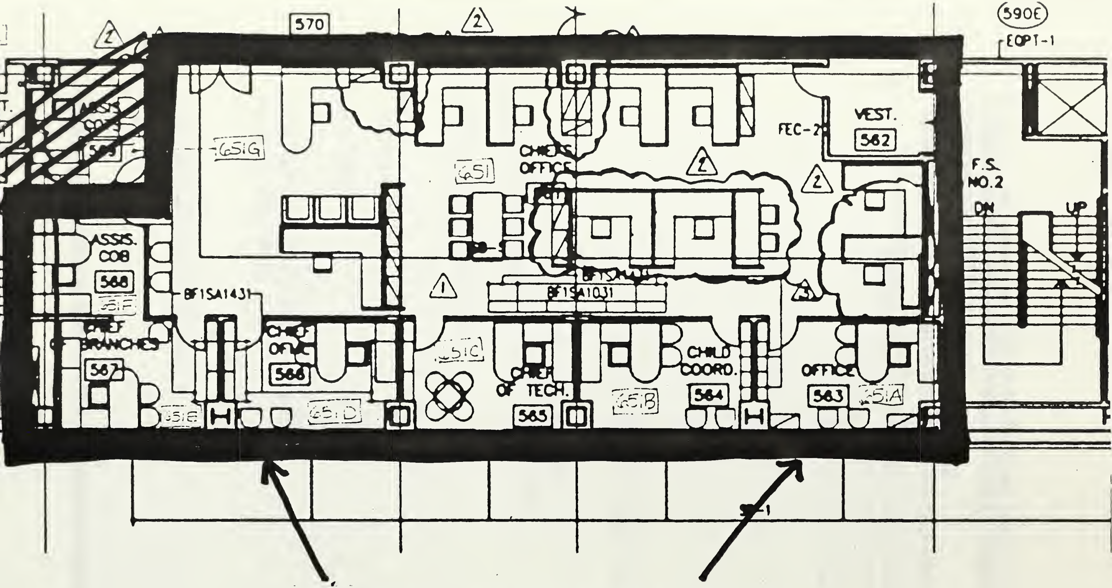
____
ANTHONY J. DELUCCHI, Director of Property
Department of Real Estate

____
EDWARD HARRINGTON, Controller

EXHIBIT A

~~Descriptions of~~ Office ~~And~~ and Bookstore Space~~s~~ to be Leased to the Friends and Foundation.

[~~attached INSERT DESCRIPTIONS~~Insert diagrams]


590E
EQPT-1
570
VEST.
562
FEC-2
F.S. NO.2
DN
UP
CHIEF'S OFFICE
651
651G
ASSIS. COB
568
651F
CHIEF BRANCHES
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651E
CHIEF OFF.
566
651D
651C
CHIEF OF TECH.
565
651B
CHILD COORD.
564
OFFICE
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651A
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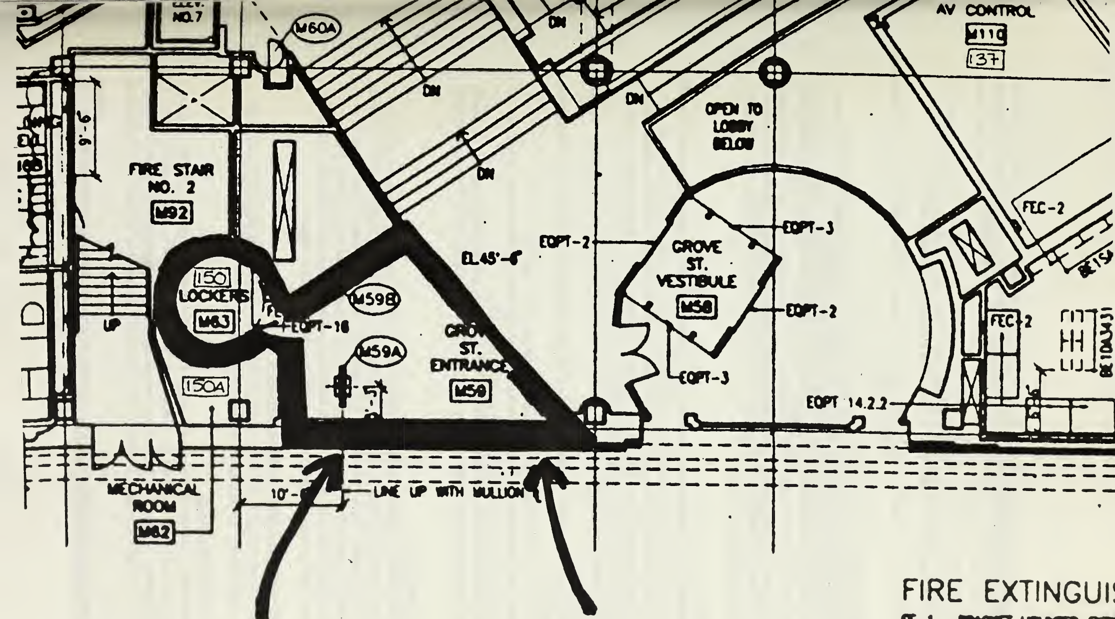
BF1SA1031

FRIENDS & FOUNDATION
OFFICE SPACE

2686 SQUARE FEET


ELEV. NO.7
M60A
AV CONTROL
M110
137
DN
DN
DN
DN
DN
OPEN TO LOBBY BELOW
FIRE STAIR NO. 2
M92
9'-6
150 LOCKERS
M63
150A
UP
EOPT-16
M59B
M59A
EL.45'-6"
EOPT-2
GROVE ST. ENTRANCE
M59
GROVE ST. VESTIBULE
M58
EOPT-3
EOPT-2
EOPT-3
EOPT 14.2.2
FEC-2
FEC-2
MECHANICAL ROOM
M62
10'-
LINE UP WITH MULLION

FRIENDS & FOUNDATION BOOKSTORE SPACE

387 SQUARE FEET

FIRE EXTINGUIS

FE-1 BRACKET MOUNTED EXTI

FEC-1 SURFACE MOUNTED TRIM

FEC-2 RECESSED TRIMLESS CA

FVC-1 SURFACE MOUNTED VALV

FVC-2 RECESSED VALVE CABINE

FCC-1 SURFACE MOUNTED VALV

FCC-2 RECESSED VALVE CABINE

EXHIBIT B

ORDINANCES OF THE CITY AND COUNTY OF SAN FRANCISCO

PLEASE NOTE: All references to "Contractor" in this Exhibit B shall be deemed to refer to the Friends and Foundation.

I. NONDISCRIMINATION

Contractor Shall Not Discriminate. In the performance of this MOU, Contractor agrees not to discriminate on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune Deficiency Syndrome or HIV status (AIDS/HIV status) against any employee of, any City employee working with, or applicant for employment with Contractor, in any of Contractor's operations within the United States, or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations operated by Contractor.

II. FALSE CLAIMS

Any contractor, subcontractor or consultant who commits any of the following acts shall be liable to the City for three times the amount of damages which the City sustains because of the act of that contractor, subcontractor or consultant. A contractor, subcontractor or consultant who commits any of the following acts shall also be liable to the City for the costs, including attorney's fees, of a civil action brought to recover any of those penalties or damages, and may be liable to the City for a civil penalty of up to $10,000 for each false claim:

(a) Knowingly presents or causes to be presented to an officer or employee of the City a false claim or request for payment or approval.
(b) Knowingly makes, uses, or causes to be made or used a false record or statement to get a false claim paid or approved by the City.
(c) Conspires to defraud the City by getting a false claim allowed or paid by the City.
(d) Knowingly makes, uses, or causes to be made or used a false record or statement to conceal, avoid, or decrease an obligation to pay or transmit money or property to the City.
(e) Is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

III. SUNSHINE ORDINANCE

In accordance with Section 67.24(e) of the S. F. Admin. Code, contracts, contractors' bids, responses to RFPs and all other records of communications between City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract of other benefit until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

IV. VIRGIN REDWOOD/TROPICAL HARDWOOD BAN.

City urges Contractor not to import, purchase, obtain, or use for any purpose, any virgin redwood, virgin redwood wood product, tropical hardwood or tropical hardwood wood product.

V. TOBACCO ADVERTISING BAN

Contractor acknowledges and agrees that no advertising of cigarettes or tobacco products is allowed on any real property owned by or under the control of the City, including the property, which is the subject of this MOU. This prohibition includes the placement of the name of a company producing, selling or distributing cigarettes or tobacco products or the name of any cigarette or tobacco product in any promotion of any event or product. This prohibition does not apply to any advertisement sponsored by a state, local or nonprofit entity designed to communicate the health hazards of cigarettes and tobacco products or to encourage people not to smoke or to stop smoking.

EXHIBIT C

CIVIC CENTER RENTAL RATES:

FAIR MARKET VALUE OF OFFICE AND BOOKSTORE SPACE IN THE CIVIC CENTER AS DETERMINED BY THE DEPARTMENT OF REAL ESTATE*

To be updated annually in accordance with Section 2.1.4 *(Leased Space – Fair Market Value of Office Space and Gift Space)

[INSERT Civic Center rental rates as of September 28, 2000]

City and County of San Francisco

Real Estate Division
Administrative Services Department

MEMORANDUM

Date: September 28, 2000

To: Richard Walsh, Director of Operations and Maintenance

From: Claudine O. Venegas, Senior Real Property Officer

Re: Civic Center rental rates

Civic Center commercial rental rates continue to escalate. The current range is between $42-$55 per square foot, net of services.

Feel free to call me if you have any further questions.

cvh:\libraryquote2

(415) 554-9850
FAX: (415) 552-9216

Office of the Director of Property
25 Van Ness Avenue, Suite 400

San Francisco, 94102

San Francisco Public Library

December 21, 2000

TO: Library Commissioners

RE: **2001-02 PROPOSED BUDGET**

FR: Susan Hildreth, Acting City Librarian JH
George Nichols, Finance Director

Attached for your consideration is the Library Administration's proposed budget for FY 2001-02. The Commission will consider this item during its meeting on January 2, 2001. We are recommending that the Commission approve the proposed budget at that time. Action is required as the Library must prepare and submit its budget proposal to the Mayor and the Controller by February 21, 2001. Please call George Nichols at (415) 557-4248 if you have any questions prior to the Commission's meeting.

The portion of the proposed budget funded by Library Preservation Fund and General Fund revenue totals $50.769 million and is $2.782 million or 5.7 percent greater than the current year budget. Although proposed new spending totals $4.920 million; it is offset by $2.138 million in one-time costs budgeted in the current fiscal year.

In addition to the $50.769 million from the Library Preservation Fund and General Fund, the Library will also receive appropriations from the Fuhrman Trust Fund, the Department of Children and Youth Services, and from miscellaneous state and local grants. With the exception of gift funds supporting Exhibits staff (1.0 Curator and 0.5 Museum Preparator), we are at this time assuming the same level of appropriation in FY 2001-02 as in FY 2000-01. These amounts are as follows:

SOURCE	FY 2000-01	FY 2001-02
Fuhrman Trust Fund	$150,000	$150,000
Dept. of Children & Youth Services (DOCYS)	$434,214	$434,214
State Grants & Gifts	$247,970	$161,364
Total	**$832,184**	**$745,578**

The DOCYF allocation, which supports four Library programs geared towards under-served children and youth, will be determined by discussions between the Library, DOCYS, and the Mayor's Office. These discussions will take place sometime in February and allocations may not be finalized until after the February 21st deadline. The State Grant and Gift that supports

Project Read, will also be determined after the budget is submitted. In regard to the Fuhrman Trust Fund, we are in the process of analyzing this revenue. We have not completed our analysis however, it appears that actual revenue in the current fiscal year may exceed budgeted estimates; and, that there may be an opportunity to increase the appropriation on a one-time basis for FY 2001-02. For purposes of this item, we recommend that the Commission adopt the budget as proposed including the amounts listed above for the Fuhrman Trust Fund, DOCYS, and grants and gifts. Should our analysis of Fuhrman Trust Fund revenue support an increase in spending for FY 2001-02, the Library will obtain the Commission's explicit approval prior to increasing the budget.

The proposed budget from all sources for FY 2001-02 totals $51.515 million and is described below.

USES	AMOUNT
FY 2000-01 (Current Year) Appropriation	$47,987,000
Less One-time Expenditures	-$2,138,000
Baseline Adjustments	$1,885,000
Adjusted Baseline Budget	**$47,734,000**
Program Enhancements – Permanent	$1,497,000
Program Enhancements - One-time	$1,538,000
Subtotal, Proposition E Sources	**$50,769,000**
Fuhrman Trust Fund	$150,000
DOCYS	$434,214
Grants/Gifts	$161,364
Total Uses, All Sources	**$51,514,578**

PROPOSITION E FUNDING

For FY 2001-02, the Controller is projecting an increase of 7.3 percent in Proposition E revenue. This is $3.443 million more than the amount budgeted in the current fiscal year. By source, this equates to 7.5 percent ($1.371 million) from property taxes set-aside specifically for Library use and 7.2 percent ($2.071 million) in required General Fund contribution. A more detailed revenue analysis is included as Attachment A. The Controller's projection of Proposition E revenue for FY 2001-02 will allow the Library to fund all of the items that were presented previously to the Commission including the addition of 21.76 (16.58 FTE) new positions. Proposed budget adjustments are summarized in Attachment B; and proposed positions are detailed in Attachment C.

The Controller's revenue projection will allow the Library to fund its budget with a smaller than anticipated allocation from reserves in the Library Preservation Fund.

This budget is $208,000 less than the budget we presented to you in November. Cost reductions result from proposed lease-purchase of the new telephone system for the Branch Libraries. We had previously presented this item as a one-time purchase. Lease-purchase of the system will result in first year budget savings of $300,000. We are also recommending the deletion of two Project Manager positions as these positions will be funded through a work order with the Department of Public Works (DPW)[1] funded by Branch Bond proceeds. This results in budget savings of $227,000.

These savings are off-set by additional costs not previously discussed with the Commission. These costs include an additional $100,000 for the book budget; $60,000 to purchase and install an off-site booking or reservation system for public access computers in the Main and Branch Libraries; $68,000 for a work order with Department of Public Health to assist the Library in developing and implementing an Occupational Safety and Health Program that meets Cal-OSHA requirements; and $21,000 to cover rent increases for leased branch facilities. Also, added to the budget are two half-time positions in Technical Services to facilitate cataloging of audio/video materials; and a partial shift from private/state funding to City funding for two positions in Project Read. If approved these Project Read positions will be funded at a ratio of 50/50 from private/state funds and City funds in FY 2001-02.

BASELINE ADJUSTMENTS

The proposed budget sets-aside $1.885 million to cover cost increases related to the Library's base budget. This includes estimated amounts to cover general salary increases scheduled in FY 2001-02; to cover the full-year cost of current year general salary increases that took effect after July 1, 2000; to cover the full-year cost of new positions that were only partially funded in the current fiscal year; and, to cover the cost of reclassifications that have or will occur this fiscal year. Funds have also been added to cover increases in the cost of service provided the Library by other City departments.

Offsetting these increases to the Library's baseline budget are reductions totaling $2.138 million for one-time cost items budgeted in the current fiscal year. These reductions include funds budgeted for various equipment items, Branch electrical system upgrades, Branch roof replacement and repair projects, Branch maintenance and repair projects, Ingleside Branch FF&E, and the upgrade of technology in the Branch and Main Libraries. One-time cost adjustments are summarized on Attachment D. We have also pursuant to the Commission's direction deleted funds budgeted for the Tool Lending Center. Although we agree that the Tool Lending Center is not a traditional core Library service, this may become an issue should this program prove to be successful with the Community and no alternative funding plan is identified.

NEW BUDGET INITIATIVES

If approved as proposed the Library's budget would:

1) **Address workload issues and improve public service in the Branch Library System.** The budget funds 2.5 Library Assistant positions and 1.0 Librarian I to serve as "floaters" throughout the Branch system covering for both planned and unplanned absences of existing staff. These positions are needed to ensure that Branch Libraries can open or remain open when existing staff is unable to work due to illness and/or vacation and replaces temporary help PTAN (part-time as needed) funds that were cut in FY 2000-01. The budget also proposes to convert eleven 15 hour/week Library Page positions to 20 hour/week positions. Conversion of these positions to half-time positions will directly improve public service throughout the system. In addition, the budget provides funding to:

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[1] We anticipate that these positions will be established in the current fiscal year and we plan to seek supplemental appropriation to fund them through the end of the fiscal year or until Bond proceeds are available.

   a) Enhance security in the Branch Library System. The budget funds 3.0 Security Officers that will be dedicated to patrol and response in the Branch system. In addition, the budget includes $124,000 to purchase security equipment for the Branch System including burglar alarms[2], video cameras/monitors[3], perimeter fencing[4], entrance gates[5], and enhanced lighting. Branch security is currently provided on an ad-hoc or as-needed basis with coverage provided by security staff stationed at the Main Library. Security concerns and incidents at Branch Libraries are on the rise and this proposal will begin to address this need.

   b) $100,000 (estimated) to replace the telephone system in the Branch Library System. The existing telephone system is antiquated, inefficient, and adversely impacts public service. Replacing the existing telephone system currently used by the Branch Libraries with a new integrated system will significantly improve telecommunications among branch libraries and with the Main. We are proposing to lease-purchase this system over a five-year term for approximately $100,000/year. The Library will work with the Department of Information & Technology Services (DTIS) and the Purchasing Department on the purchase.

   c) $60,000 to purchase and install two express check-out machines.

   d) $15,000 to purchase a vehicle.

2) **Enhance services provided to children and teens**. The budget funds 1.0 Teen Center Librarian and a half-time (0.50) Librarian in the Children's Center. These positions would enable the Library to provide additional services and programming for the City's children and youth.

3) **Address workload increases in Technical Services related to the processing, cataloging, and preservation of books and materials.** This will be done by adding an additional 15 hour/week Library Page, converting two 15 hour/week Library Page positions to 20 hour/week positions, and adding a Library Technician II. To specifically address workload increases resulting from the increase purchase of audio/video material, the budget includes funds for a half-time Librarian I and a half-time Librarian Technician I. The Library's book budget has increased significantly over the last two fiscal years and we anticipate an additional 7.5 percent increase in the book budget for FY 2001-02. In addition, the budget includes:

   a) $65,000 to outsource Library Notices. The Library currently spends $86,000 annually to send out approximately 200,000 notices (primarily overdue notices, reserve notices, reserve notice expirations). We anticipate a 50% increase in notices to 300,000 annually. Contracting with a vendor to handle notices will not cost significantly more than what the Library would pay if it handled it in-house, but it will save considerable staff time and free up staff to do other critical work. The $65,000 will be added to the $86,000 in the base.

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[2] 14 Branches.

[3] Outside public restrooms at Mission, Eureka Valley, Excellsior, Bernal, Western Addition, Bayview, Richmond.

[4] Eureka Valley

[5] Visitacion Valley, Bayview, Excellsior.

4) **Address workload issues and enhance services provided by the Operations and Maintenance Division.** This will be accomplished by adding a full-time custodian position that will be assigned on a full-time basis to the Chinatown Branch Library; a General Laborer position to mitigate the need to redirect Custodians or Engineers to set-up exhibits, meeting rooms, and to load and unload material delivered to the loading dock; and a Chief Engineer position to coordinate the day-to-day activities of the Engineers Department. The budget also includes:

    a) $30,000 to establish a permanent budget for the purchase of ergonomic materials & supplies. Past practice has been to budget these costs on an annual one-time basis.

    b) $17,000 to cover anticipated increases in building system maintenance contract and repair costs.

    c) $240,000 to continue the maintenance and repair program for the Branch facilities. Typical projects include window repair and replacement, walkway repair, painting and repair, repair of plumbing and electrical systems, and other small repair and maintenance projects.

    d) $10,000 for equipment (dry carpet extractors, vacuum cleaners).

    e) $49,000 to purchase two vehicles – custodial van to transport staff, equipment and supplies; and, a maintenance pick-up truck to pick-up and distribute supplies and materials throughout the system.

    f) $10,000 increase for office supplies and materials. This budget has not been increased in years and the cost of supplies and materials has increased.

5) **Address workload issues in Public Affairs Division and enhance services provided by the Affinity Centers.** The budget includes funding for two full-time Curator positions, a half-time Museum Preparator, and a half-time Graphic Artist position for Public Affairs Division. There has been a significant increase in both the number and quality of public exhibits and public programming throughout the system. Since the opening of the new Main Library, public programming has increased by over 700% and Children's programming has increased by almost 225% without a commensurate increase in staffing. Of these positions, 1.0 Curator and the half-time Museum Preparator are budgeted positions supported by gift funds from the Friends and Foundation. These funds will not be available next fiscal year for this purpose and given the service these positions provide it is imperative that they are funded in the budget. The other Curator position will directly serve the Affinity Centers providing much needed support in the area of public programming.

6) **Address workload issues and enhance public service in the Main Library Division.** The budget includes funding for a full-time Library Page position that will be assigned to the "FirstStop" section on the first floor. This collection consists of popular and current materials and accounts for 15% of the Main's circulation and this position will ensure that materials are reshelved within 24 hours of return. As previously stated, the budget also proposes to shift funding for two positions in Project Read from private/state funding to City funding. If approved these two Project Read positions would be funded at a ratio of 50/50 from private/state funds and City funds in FY 2001-02. Project Read (adult literacy) is an important public service and beginning the process of transitioning program staff to a more

stable fund source will ensure the longevity of the program. The Main's budget also includes:

a) $60,000 to implement a project that will replace the most damaged microfilm copies of the San Francisco Chronicle, Examiner, and Weekly.

b) $35,000 in equipment for the Main. This includes the purchase of a microfilm reader/printer for the Magazine/Newspaper Room ($30,000) and a microfiche scan-station to digitize microfiche ($5,000).

c) $60,000 for two express check-out machines.

d) $60,000 to purchase and install an off-site booking or reservation system for public access computers in the Main and Branch Libraries.

7) **Address workload issues and improve services provided by the Information Resources Management Division.** The budget includes funding for an additional half-time Library Technician I to serve as the Library's WEB coordinator. The Library is experiencing an increase in the number of on-line users and this position is needed to help implement new services on the Library's public WEB site. Anticipated services include online library card registration, books by mail, sign-ups for public training, and interactive tutorials of the Library's data bases. The budget also includes:

   a) $350,000 increase in the Book Budget. This will increase the Library's book budget by 7.5 percent – from $4.651 million to $5.001million.

   b) $70,000 to implement the Materials Collection Program. This cost represents payments the Library will make to a collection agency for services it provides. This program will be cost-neutral. We expect to collect at least $70,000 in additional revenue resulting from collection fees paid by patrons referred to the collection agency for overdue materials.

8) **Address workload issues and improve services provided by the Administration Division.** The budget includes funds to support 1.0 Account Clerk in the Finance Office to assist with vendor payments and processing and a half-time Clerk in the Human Resources Office to assist with the Department's training program. The budget also includes:

   a) $25,000 for a consultant to facilitate State Proposition 14 planning and proposal development.

9) **Continue technology upgrades managed by the Automation Division.** The budget includes $600,000 to continue this effort. The Library is currently in the second of a three-year project to upgrade its technology platform. The upgrade is a necessary step in the migration to a web-based Integrated Library System (ILS). The end result will enhance the Library's delivery of services to the public and optimize support to staff in the delivery of services. The upgrade includes replacing Online Public Access Catalog (OPAC) terminals with PCs in Branch Libraries and the Main Library; and replacing outdated staff PCs. This work is being done in anticipation of DRA's planned phase-out of its legacy mainframe ILS and replacing it with a "client-server" system called TAOS. In anticipation of this migration, the Library has been upgrading its infrastructure, preparing facilities, and purchasing required network and PC equipment. The Library is in the process of assessing the current "client-server" marketplace and identifying needs and potential solutions – including the

development of system specs, preparation of an RFI and RFP, and vendor/system selection. The budget also includes $22,000 for a cargo van to transport computer equipment and technicians to and from the various Branch Libraries.

This budget document is the result of an extensive planning process that the Commission and the Library have been engaged in since October. Through this process we have developed a spending plan that we believe enhances public service, addresses critical baseline deficiencies related to operations and staffing, and maintains the integrity of the Library Preservation Fund. We look forward to discussing the budget with you on January 2nd.

ATTACHMENT A

Revenue Analysis/Library Preservation Fund Balance

SOURCES	Budgeted FY 2000-01	Proposed FY 2001-02	Dollar Change	% Change
Library Preservation Fund	**$18,294,320**	**$19,665,815**	**$1,371,495**	***7.5%***
General Fund Contribution	**$28,728,527**	**$30,800,000**	**$2,071,473**	***7.2%***
Subtotal, Proposition E Sources	**$47,022,847**	**$50,465,815**	**$3,442,968**	***7.3%***
Homeowners Property Tax Relief	$164,735	$164,735	$0	0.0%
Library Preservation Fund Reserve	$800,000	$138,450	-$661,550	-82.7%
Subtotal	**$47,987,582**	**$50,769,000**	**$2,781,418**	**5.8%**
Fuhrman Trust Fund	$150,000	$150,000	$0	0.0%
DOCYS	$434,214	$434,214	$0	0.0%
Grants/Gifts	$247,970	$161,364	-$86,606	-34.9%
Total Sources	**$48,819,766**	**$51,514,578**	**$2,694,812**	**5.5%**

Proposition E provides a dedicated source of funding for the Library. The proposition created the Library Preservation Fund (LPF) and requires the City to set-aside the equivalent of 2.5 cents per every $100 of assessed property value exclusively for Library programs and operations. The proposition also requires that the Library, on an annual basis, receive General Fund allocations equivalent to the percentage of General Fund allocations it received in FY 1992-93. Historically, this percentage has been 1.88 percent. In FY 2000-01, the Controller recalculated this percentage as a result of the creation of the Municipal Transportation Fund (MTF) and the transfer of General Funds to the MTF and revised the ratio to 2.19 percent of total General Fund appropriations.

As described above, revenue from property tax is projected at $19.666 million in FY 2001-02. This is $1.371 million or 7.5% greater than the amount budgeted in the current fiscal year. In terms of the General Fund contribution, the amount projected for FY 2001-02 is $30.8 million -- $2.071 million or 7.2% greater than the amount budgeted in the current fiscal year. Combined, these two sources of revenue are expected to grow by $3.443 million or 7.3 percent from the amount budgeted in the current fiscal year. This amount is sufficient to cover the Library's proposed spending plan for FY 2001-02 without the need for a large appropriation from balances in the LPF reserve. As shown above, an allocation of $138,450 from the LPF reserve will be needed to support the spending plan. This is $661,550 less than reserve appropriation in FY 2000-01 and $1.236 million less than the amount we anticipated we would need.

The Controller's revenue projection ensures the integrity of the LPF. The proposed spending plan will not result in structural deficiencies in the fund by ensuring that revenue growth will be sufficient to cover the permanent ongoing costs we are building into the budget. Based on the Library's proposed budget, there are $3.382 million in permanent costs against revenue growth of $3.443 million. In addition, there is $1.338 million in baseline revenue funding one-time items in the current fiscal year. The combined total of $4.781 million in revenue ($3.443

million new and $1.338 million base) is $1.399 million more than the permanent costs built into the budget. This ensures that revenue, barring an economic downturn or decline, will be available in future fiscal years to support these costs.

Based on the proposed budget, we are projecting or estimating a Library Preservation Fund balance of $1.7 million at the end of FY 2001-02. This is described on the following table.

		1999-00 Actual	2000-01 Budgeted	2001-02 Projected
Unappropriated Balance - PY		$ 1,163,679	$ 1,890,789	$1,752,339
Unappropriated Balance - PPY				
Revenue		***$19,384,227***	***$20,314,025***	***$21,778,817***
	Property Tax	17,266,100	18,294,320	$ 19,665,815
48111	Homowners	164,735	$ 164,735	$ 164,735
	Misc General Fund	1,953,392	1,854,970	1,948,267
Transfers		***$27,216,469***	***$ 27,673,557***	***$ 28,990,183***
9201G	CTI FR 1G-GE	26,270,161	$ 26,873,557	$ 28,851,733
99999B	FUND BALANCE	946,308	$ 800,000	$ 138,450
Total Revenue & Transfers		***$46,600,696***	***$ 47,987,582***	***$ 50,769,000***
Total, Revenue, Transfers, Balance		***$ 47,764,375***	***$ 49,878,371***	***$ 52,521,339***
Expenditures		***$46,600,696***	***$ 47,987,582***	***$ 50,769,582***
Appropriated Expend.		46,600,696	$ 47,987,582	$ 47,987,582
Appropriation Savings			$ -	
Less One-time Adjustments				$ (2,138,000)
Baseline Adjustments				$ 1,885,000
Budget Change Proposals				$ 3,035,000
Balance Carried Forward		***$2,690,789***	***$1,890,789***	***$1,751,757***
Est. Appropriation Savings - PY		1,527,110	1,890,789	1,751,757
Unappropriated Balance - PPY		1,163,679	0	

ATTACHMENT B
Proposed Budget Adjustments
Library Preservation Fund & General Fund

Budget Change	Total	
Baseline Adjustments	**$1,885,000**	
Salary & Fringe Increases	$1,300,000	Estimated cost.
Full-year Costs (Salary & Fringe)	$200,000	Estimated cost.
Salary Step Adjustments	$300,000	Estimated cost.
Work Order Increases	$85,000	Estimated cost.
Program Enhancements – Permanent	**$1,497,000**	
Book Budget	$350,000	Provides 7.5% increase
New Positions	$909,000	21.76 Positions/16.82 FTE
Outsourcing of Library Notices	$65,000	
Materials Collection Program	$70,000	
Ergonomic Materials & Supplies	$30,000	
Building System Maintenance Contracts	$17,000	
Media Services Equipment M&R	$25,000	
Rent Increases	$21,000	Glen Park, Ingleside, Portola, Visitacion Valley
Office Supplies	$10,000	
Program Enhancements - One-time Costs	**$1,538,000**	
Branch Maintenance & Repair Projects	$240,000	Reauthorization of baseline amount.
Technology Enhancements Part II	$600,000	
Vehicles	$86,000	
Replace Telephone System in Branch Lib.	$100,000	Lease-purchase @ $90,000/year for 5 years.
Micro-film Replacement Project	$60,000	
Consultant - Prop 14 Planning	$25,000	
Off-site Booking System	$60,000	
Work Order - DPH OSHP Advisory Srvcs	$68,000	
Other Equipment	**$299,000**	
Express Check-Out Machines (2@Branch & Main)	$120,000	
Main Equipment	$35,000	
Vacuum Cleaners/Carpet Cleaner	$10,000	
Security Equipment – Main	$10,000	
Security Equipment – Branch System	$124,000	
Total New Expenditures	$4,920,000	
Less Adjustment for 2000-01 One-time Cost	-$2,138,030	
Net Budget Adjustment	**$2,781,970**	
Permanent/Ongoing Costs	**$3,382,000**	
Onetime Costs	**$1,538,000**	

ATTACHMENT C
Proposed New Positions

Classification Number and Title	Bi-Weekly Salary Range	No. Positions	FTE	Bi-Weekly Salary	Annual Salary
1404 Clerk (HR Training Room)	1191-1477	0.50	**0.38**	$1,333	**$12,997**
1630 (Account Clerk-Finance)	1307-1584	1.00	**0.75**	$1,404	**$27,378**
3602 Lib Page (Branch 11 - 20hr)	1109-1342	1.38	**1.03**	$1,225	**$32,845**
3610 Library Asst. (Floaters - Branch)	1355-1642	2.50	**1.88**	$1,491	**$72,686**
3630 Librarian I (Floater-Branch)	1849-2247	1.00	**0.75**	$2,048	**$39,936**
3630 L1 (OCYS Childrens' Center)	1849-2247	0.50	**0.38**	$2,048	**$19,968**
3630 L1 (OCYS Teen Center)	1849-2247	1.00	**0.75**	$2,048	**$39,936**
3616 Lib Techn I (WEB - IRMO)	1592-1932	0.50	**0.38**	$1,752	**$17,082**
1840 Jr. Mgt. Asst. (Main - Proj Read)		0.50	**0.50**	$1,710	**$22,230**
3602 Lib Page (First Stop - Main)	1109-1342	0.75	**0.56**	$1,225	**$17,916**
3602 Library Page (Main - Proj. Read)	1109-1342	0.50	**0.50**	$1,225	**$15,925**
2708 Custodian (Chinatown - Ops)	1243-1506	1.00	**0.75**	$1,374	**$26,793**
7205 Chief Sta Eng (Operations)	2575	1.00	**0.75**	$2,575	**$50,213**
7514 Gen Laborer (Operations)	1355-1666	1.00	**0.75**	$1,511	**$29,465**
8207 (Ops/Branch B&G Patrol Officers)	1385-1678	2.00	**1.50**	$1,524	**$59,436**
8207 (Ops/Branch B&G Patrol Officers)	1385-1678	1.00	**0.75**	$1,524	**$29,718**
3520 Museum Preparator (PA)	1270-1539	0.50	**0.38**	$1,398	**$13,631**
3542 Curator II (Public Affairs)	1674-2033	2.00	**1.75**	$1,853	**$84,312**
5322 Graphic Artist (Public Affairs)	1440-1744	0.50	**0.38**	$1,547	**$15,083**
3602 Lib Page (Cataloging - Techn Srv)	1109-1342	0.38	**0.29**	$1,225	**$9,077**
3602 Lib Page (Convert - Techn Srvc)	1109-1342	0.25	**0.19**	$1,225	**$5,972**
3616 Lib Techn I (Techn Srvcs, Cat.)	1592-1932	0.50	**0.38**	$1,752	**$17,082**
3618 Lib Techn (Cataloging - Tech Srv)	1727-2099	1.00	**0.75**	$1,904	**$37,128**
3630 Librarian I (Techn Srvcs, Cat.)	1849-2247	0.50	**0.38**	$2,048	**$19,968**
TOTAL SALARIES		**21.76**	**16.82**		**$716,775**
FRINGE BENEFITS					$192,361
TEMPORARY HELP			**0.00**		**$0**
OVERTIME					$0
TOTAL		**21.76**	**16.82**		**$909,136**

ATTACHMENT D
One-time Cost Adjustments

Branch Electrical Projects	-$500,000
Computers for Ortega & Richmond Branch	-$20,000
Equipment	-$120,030
Ingleside FF&E	-$49,000
Tool Lending Center	-$359,000
Branch Roofing	-$250,000
Branch M&R	-$240,000
Technology Initiatives	-$600,000
TOTAL	**-$2,138,030**

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commissioners
From: Susan Hildreth, Acting City Librarian
Re: Post Occupancy Evaluation Recommendations
Date: January 2, 2001

At the suggestion of President Higueras, staff has prepared for your review a detailed analysis of the recommendations that were included in the Post Occupancy Evaluation of the Main Library. We have addressed the nineteen major recommendations included in the report, including staff response, timeline and estimated costs for each recommendation. The report also contained specific recommendations regarding audio-visual systems which we are addressing but have not included in this document.

In an attempt to summarize information contained in the report, I would like to highlight the following priorities identified by staff.

Projects with most benefit to public and staff Total Cost - $5,272,500

1. Development of new master signage system to be completed by Fall 2001.
   Estimated cost - $350,000
2. Improvements to First Floor, Borrowers' Services area – A staff task force led by Ned Himmel is developing recommendations for this area, to be completed by June 2001.
   Estimated cost - $1,822,500
3. Expansion of First Floor for public services – Dependant on relocation of Technical Services; determination of new location to be made by Fall 2001.
   Estimated cost - $1,890,000. Does not include cost of relocation of Technical Services.
4. Improvements to First Floor restrooms - Dependant on relocation of Technical Services.
   Estimated cost - $400,000
5. Improvements to Second Floor – To be developed by January 2002.
   Estimated cost - $810,000

Modifications to the Third Floor, including reconfiguring service desks and increasing public space, will also be reviewed by staff. Estimated costs are $2,600,000.

Staff recommends that the Library Improvement Fund, with a balance of about $4,000,000, be used to support these modifications as they are developed. The Library Improvement Fund contains accrued interest and funds remaining from the bond for the construction of the Main Library. Staff is preparing a supplemental budget request including recommended building fixes that are not included in the above information that is planned for consideration on the 1/18/01 agenda.

Post Occupancy Evaluation Report
1/2/01 Version

Please note: A similar document was included in the 12/5/00 Library Commission agenda packet. This document has been revised to include information that was not included in the 12/5/00 version.

Section Three: Findings and Recommendations

General

The Post Occupancy Evaluation is directed at improving public services. The consultants find that the Main Library is not as efficient to operate as other facilities of its size offering similar public services. Increased efficiency and better public service go hand in hand. To the extent that the facility interferes with the ability of the public to find materials and their way around the building, staff is forced to become less efficient. When materials do not move swiftly from return to the hands of the next user because of the location of sorting or inadequate shelving, staff is inefficient.

In addition to inefficiency, the consultants' surveys and observations find user dissatisfaction with aspects of the library. According to the data, dissatisfaction increases with frequency of visits. Data imply that the most unsatisfactory aspects of the library were as follows:

- overall building features and specific building features; (according to 24 percent of users) restrooms, internet access, noise and signage;
- access to the general collections and availability of material;
- confusion in using library services (66% of users). Significant number of users had difficulty finding a specific location or finding a specific item;
- waiting at service desks for materials that have to be paged and to return or take materials from the library

Section 3 summarizes the discussion from Section 2 in terms of findings and recommendations. Both the findings and recommendations pertain to the Main Library, Brooks Hall and the establishment of a system wide support services center.

Recommendations are supplemented by charts and diagrams showing how each floor of the Main Library, and how Brooks Hall might be renovated to incorporate the recommendations. All renovation proposals are diagrammatic and should be regarded only as one possible way to deal with a particular library issue. (Please note that the charts and diagrams for the Main Library were found in section 5 of the interim report and were presented at a Commission meeting in August. The diagrammatic concepts have not changed since that time. The information about Brooks Hall, however, is new to this report.)

In Section 4, the diagrams are followed by a cost summary which clusters the multiple projects in the diagrams into the format of a construction estimate. The cost estimate summary and detail describes how interior systems and finishes would have to be changed to accomplish the renovation. Sections 3 and 4 need to be studied together in order to better understand that the renovation proposed is orderly, manageable and will result in making room for the collection, better access for the public and greater efficiency for staff.

Findings and recommendations are categorized in the following areas.

1. Functional Design issues in the Main Library – relate to where spaces are located and configured, how they are configured, and the subsequent impact on users ability to obtain library services.
2. Legibility Issues in the Main Library – relate to how well users are able to navigate within the building to find materials and services,
3. Capacity Issues In the Main Library – relate to the building's capacity to house materials, services and staff,
4. Library Staff Operations in the Main Library – relate to the staff operations in order to provide public services
5. Facility Staff Operations in the Main Library-relate to staff operations in order to keep the building itself well maintained, and renovated as changes in public services require.
6. Reuse of Brooks Hall

1 Functional Design Issues

Finding

The architectural design of the building achieves one of the stated purposes of the original building program, that is, to provide a "high quality" space for the library. The building is a significant piece of architecture with attractive interior spaces. By all accounts, it is used informally as a place to meet a friend for coffee as well as for holding large public functions.

Finding

The Affinity Centers are well used. They are symbolic centers and repositories for important documents of the community. The Gay/Lesbian Center is particularly well supported.

Recommendation #1

Any renovation work to the building must utilize the same materials and design detailing as the original architecture. The city should appoint a design review panel to review all proposals and ascertain that they are in keeping with the intent of the original design. Stewardship of the building, the interior architecture and the furniture should be the facility management team's main responsibility, including the ability to budget long term improvement projects. People with an appreciation for the architecture and asset management skills associated with a complex public facility should be part of the facility team. (no diagram)

Staff Response - Work must use same materials and design as original building

Library staff is working closely with Bureau of Architecture (BOA) staff to develop plans for building modifications suggested in the POE. Major modifications will be reviewed with the Library Commission. The appointment of a design review panel to monitor all building modifications is not recommended, as it would create a further step in an already time-consuming project planning process. Library and BOA staff are very sensitive to the need to design building modifications that integrate well with the existing building. BOA has a strong and thorough internal Quality Assurance Program that includes review of all phases of projects. If any changes are considered for works of public art, the San Francisco Arts Commission will be included to ensure that all proper review procedures are followed.

Timeline

- *Not specified*

Estimated Cost

- *Ongoing work with Bureau of Architecture initiated by a $25,000 work order, with additional costs throughout the duration of projects.*

Finding

45% of users are likely to access first floor services. "First Stop" and AV are one of the smallest collections; there is no expansion room and the service desk is inadequate. The collection is difficult to find and use because it is tucked behind check out desks and the light level, while adequate, appears to be lower, than other areas of the library.

Recommendation #2

Collections should be enlarged through architectural renovation. By providing more materials on the first floor travelling by the public to upper floors will be reduced. Expand the "First Stop" collection at the ground floor into released space created by moving the Technical Services Department. There is a potential smoke exhaust concern associated with the removal of glass walls to open this area to the existing public space. Atrium smoke exhaust fan will need to have their velocity increased. TCE Engineers confirmed that the fans have the capacity with the original design engineer, however, the atrium smoke exhaust was negotiated with the San Francisco building department. If SF building department will not permit the removal of the wall, it will need to remain, but may be reglazed with transparent glass. (1st floor diagram)

The 2nd floor, which is effectively a large lobby, needs to provide more intensive public services in conjunction with "first stop" on the first floor. The offices and special collections on the 2nd floor, including the donated children's collection in compact shelving, should be replaced by an expanded AV or new books collection. *(Please note: The Children's collection is part of the library collection and was not donated.)* Existing services can be consolidated in other areas of the library, offices can be relocated offsite and less used materials can be located in Brooks Hall. A check out desk and additional security points will need to located on the 2nd floor with attendant staffing costs.

Increasing public services on these two floors will mean that many users will find their needs are met in this area, rather like a small public library.

Staff Response – *Expand Services on 1st, 2nd floors*

Depending on the move of Technical Services, First Stop will be expanded into as much space as possible on the 1st floor. We may try to move the entire fiction collection there to open up more space on the 3rd floor. Other possible collections to move are Large Print and Learning Differences. Audio-visual services may stay on the 1st floor, but be expanded to provide growing room.

Original POE ideas for 2nd floor may not be implemented as suggested. The Commission has voiced its support for the Library for the Blind remaining in its current location. We will be looking at combining some services to maximize the use of both the Blind Services and Deaf Services units and provide some growing room for Project Read. The exact use for the Children's Historical Collection Room has not been determined as yet. It may be needed for staff offices; and it is not clear that it is large enough to accommodate all of the AV collection as recommended. More *detailed study is needed on how best to open the 2nd Floor; increased operating costs may make this recommendation too expensive in the long run.*

This recommendation includes the concept of bridging the 2nd floor and eliminating the grand stairway to the Children's Center from the atrium. Although staff is not planning on the removal of the grand stairway, we are considering proposing some connection on the 2nd floor that would bridge the Children's Center with the Larkin and Fulton Street areas. The creation of such a bridge would require additional security staff, at a minimum; and there may be other on-going operating costs as well. BOA staff will prepare several scenarios of possible bridging for consideration.

Timeline

- *1st floor recommendations for Borrowers' Services by June 2001*
- *2nd floor recommendations by January 2002*
- *"First Stop" reconfiguration dependant on Technical Services relocation*

Estimated Cost

- *Work in Borrowers' Services: $1,822,500*
- *Work on 2nd floor: $810,000, not including reutilization of Children's Historical Collection Room*
- *Work to expand "First Stop": $1,890,000*

Finding

Observations and results from the staff survey show that the Technical Service staff is working in deficient space in terms of area and quality. The Department is poorly located, relative to the loading dock and distribution of materials throughout the library. It is also overcrowded; the L-shaped configuration of the space doesn't support the activities of the department and flow of materials being processed. This department does not have suitable access to critical functions necessary to their operation such as an adequate freight elevator, adjacency to the loading dock and delivery services, a break down and unpacking area, storage for supplies.

Recommendation #3

Relocate Technical Services to an off site location where it can serve the entire library system more effectively and more space can be provided for its critical staff functions. Technical Services has large amounts of staff who need daylight at their workstations as well as room to move large amounts of material between desks and the delivery dock. None of these criteria are met in the in the existing library. Brooks Hall was originally considered as a location, but the Brooks Hall's capacity for large amounts of regularized shelving makes it a better location for the ever growing archival and document collections. *(1st floor diagram, Brooks Hall diagram)*

Staff Response – Relocate Technical Services to off-site location

Vivian Pisano, Chief of Automation and Technical Services, and her staff have worked closely with Cy Silver, library building consultant, to determine the space needs and building program for the technical services function. With that information, Rich Walsh, Director of Operations and Maintenance and staff from the Department of Real Estate have surveyed the Civic Center area to see if there is any City-owned property or private property available for lease that would meet the needs of Technical Services. As of the late fall 2000, no such space was available. Rich Walsh is continuing to work with representatives of Real Estate to see if there is any City-owned property in any other location that might serve the needs of Technical Services.

Since the POE was issued, the Library was successful in obtaining authorization for $106 million in bond funds for renovation and construction projects, primarily for branch libraries. $10 million was allocated from these bond funds for renovations to Brooks Hall. Brooks Hall must be reconsidered as a potential relocation site for Technical Services, in light of this available funding. Library staff is working closely with other stake-holders to determine a master plan for use of Brooks Hall.

Timeline

- *Determination of new location for Technical Services by Fall 2001*

Estimated Cost

- *Costs depend on new location*
- *$10 million in branch bond program allocated to Brooks Hall/Support Services Center*

Finding

Users typically wait five minutes or more at separate check in/check out desks on the 1st floor. At peak opening and closing times, staff appears to underutilized at one or other of the desks; staff needs to be fully utilized at all times.

Recommendation #4

Combine the check out and check in desk so that the staff is fully utilized and more available to the public. *(1st Floor diagram)*

Staff Response - Combine check-in, check-out desk

We will redesign the Borrower Services desk to better accommodate both check-in and check-out and allow staff to be used more flexibly than is currently possible. We do need separate stations for check-out and return but they can be designed to function more effectively than in the current configuration. We will work on a design allowing clear, easy, and expedited service for the public and decreased repetitive motions for the staff.

Timeline

- *Part of Borrowers' Services recommendations to be completed by June 2001*

Estimated Cost

- *Included in Borrowers' Services work: $1,822,500*

Finding

On upper floors, users also wait at desks, although it may be because materials are being paged or staff is helping another user.

Recommendation #5

At paging desks this problem can be alleviated by increasing the amount of publicly accessible shelving. At public service desks on the 3rd, 4th and 5th floors, professional librarians need to be able to help users with any collection, even if the collections are different in nature. Shelving

space is in such short supply, that ideal adjacencies for collections are not always possible to achieve.

The issue of whether one desk per floor would work has not been studied at this time; although staff reported that when desks are not staffed, users complain. For the purposes of this study, the desks are recommended to be moved to more visible locations, under the assumption the compact shelving will be dismantled and a second service point will be necessary when the paging desk disappears.
Movement of service desks on the 3rd, 4th and 5th floors raises the issue of public art on adjacent walls. The consultants believe that this art is panelized and is removable; if this is not the case, then the art should remain in place to be visible adjacent to the service point.

Additional studies of a consolidated desk should be pursued, if compact shelving remains. With the paging desk, the 3rd, 4th and 5th floors have three desks, and it seems likely that users are being referred from a service desk, where they may wait, to a paging desk where they wait again.

At slow times another strategy may be to reassign all staff to a single desk on the floor, and inform users where to receive assistance through a system of electronic signage which could be activated from a central location. It may also be possible to triage inquiries at a service desk on each floor, so that longer reference inquiries are sent to a designated location.

Staff Response – Consolidate service desk location

We are very interested in consolidating desks on upper floors and in the possibility of opening up compact storage on at least Floor 3. We have not looked into the removal and moving of public art until we more closely study the floor plans. We recommend waiting on redesigning the upper floors until we have fully planned the 1st Floor and know what can be accommodated there. We also need to better determine materials from the floors that are appropriate for Brooks and other remote storage. The collection assessment from OCLC will give us valuable information to help make more judicious shelving decisions.

Timeline

- *Detailed review and recommendations to be completed by June 2002*
- *Planning would be done for 3rd floor only*

Estimated Cost

- *POE estimates $1,700,000 for desk reconfiguration on 3rd and 4th floors; 3rd floor only with limited modifications: $800,000.*

Finding

There is not enough shelving for general collections. General collections are a source of dissatisfaction and appear to be related to ease of use and waiting time for paged materials. It may also be related to catalog inaccuracies based on the consultant's observation that the online catalog is deficient.

Finding

The compact shelving on the 3rd, 4th and 5th floors is among the most serious problems users are experiencing. The decision to use compact shelving appears to have been made to protect the collections and to utilize space more effectively, perhaps when a second basement was eliminated from the original project due to value engineering.

The fundamental decision to use compact shelving and the paging system makes it difficult for the public to access the collection. All surveys and the public focus group indicate a strong desire on the part of the public for access to more of the collection, because paging results in delays and the inability to search shelves for materials not found in the catalog.

The compact shelving units are overloaded. Because of the nature of the collection shelved there, all shelving appears to require frequent access. The combination of overloading and frequent access has caused the manual range shifting controls and the rails to begin to break down. It is difficult to imagine that the system will last for the near term, much over the projected life of the building.

Recommendation #6

In order to provide better access to more of the collection and remedy the shelving problems, remove the wall between the compact shelving and the system of paging materials on the 3rd, 4th and 5th Floors. Replace compact shelving with fixed shelving as shown in the diagrams. This recommendation, at first, appears to decrease collection space, however, even with compact shelving removed, the collection can be accommodated with some growth by moving non public uses out of the building. The POE team counted shelving in the library and in the diagrams. If the renovation proposed in the diagrams were implemented, shelving appears to be increased in the Main Library alone from 150, 054 linear feet to 154, 242 linear feet. (Note: these figures do not determine the size of the collection relative to either count which was beyond the scope of the POE. However, the building has a finite capacity and this capacity should help to point the way to collection development polices).

Since the shelving controversies first erupted at SFPL, shelving has been measured in miles. By elemental conversion, the figures above show that library shelving can increase from 28.41 to 29.22 miles. The shelving in Brooks Hall (discussed later) increases this count considerably. The consultants recommended and the library intends to conduct a collection development study following on the POE to determine how to both strengthen the collection and what its ultimate size should be. That study will also establish a definitive count of existing shelving and the size of the existing collection with projected growth, based on current materials budgets. Securing agreement on the current the level of shelving deficiency, as well as the ultimate size of the collection, is a fundamental determinant of the investment that should be made to improve library capacity. The size of the collection needs to move from an environment of continuing controversy, to a rational set of library policies. *(3rd, 4th and 5th floor diagrams)*

Staff Response - Remove compact shelving and open floors to public

As in Recommendation #5, we recommend waiting for this redesign until we better know what can be accommodated on the 1st Floor and in Brooks. We are interested in opening up the 3rd Floor compact shelving to allow for public access, but are unsure about additional floors. It is quite common for large, urban libraries to have compact shelving. The collection assessment will have a major impact on this recommendation as well.

Timeline

- *To be completed with review of desk relocation (see Recommendation #5) by June 2002*

Estimated Cost

- *POE estimates $3,700,000 for additional collection space on 3rd and 4th floors; reconfiguration on 3rd floor only: $1,800,000.*

2 Legibility Issues

Finding

The public surveys found that 31% of those coming to the library were new users; essentially 1/3 of users may need staff assistance. The information that the library is more expensive to operate combined with the number of new users suggests that there may be an over reliance on staff for directions and that improving way-finding tools in the library will increase operating efficiencies as well as allow staff to engage in responding to needs that draw on their professional training. The consultants observed that signage is not visible in the path of travel, stack signage is deficient, the entry sequence is confusing, the atrium is an obstacle, and service desks are hidden or face away from the path of travel so that the staff at the desk is not visible.

Recommendation #7

All navigational aids need to be designed as a system by a consultant with a background in way finding design, as distinct from graphic design, for facilities which are visited at random by large numbers of people, preferably successful peer libraries. A librarian with a comprehensive understanding of the collection and the on line catalog should be assigned to work with the way finding designer. Pilot signage programs would be tried before fabricating the full system. Signage needs to be designed which is easily changeable, ADA compliant, and able to be fabricated cost effectively. Main directories should face the path of travel. Elements of the building need to be referenced in the signage system, so that the building itself can be grasped more intuitively. The maps and diagrams in the library are too abstract, and the fabrication is overly "decorative". Different words are used on the maps than on the floors, shelving end panels, and the catalog. Collections should be named for intuitive understanding, rather than by administrative designation, for example "new books" instead of "First Stop". The signage system for the Main Library should also be implemented in the branches, so that the same information is found throughout the system. *(no specific diagram)*

Staff Response - Navigational aids design

Philip Sowers, from Bureau of Architecture, is developing an RFP for a sign design system that will meet the suggestions in the POE, be changeable, and be duplicable in branches. We are experimenting with adding signs throughout the building, working with Public Affairs graphics staff, trying different lettering and materials to see what can be easily seen while not permanently impacting the building. We are still hoping a 3D tour will be developed and installed at Main Library entrances.

Timeline

- *RFP issued for signage consultant by Spring 2001*
- *Master signage plan to be completed by Fall 2001*

Estimated Cost

- *Signage consultant: $50,000*
- *Signage system: $250,000 - $300,000*

Finding

The entry sequence to the library on both the 1st and 2nd floors is confusing to users. Many users attempt to gain access to upper floors by using the curved stair adjacent to the information desk which dead ends at the 2nd floor. Users who enter at the 2nd floor can not see that they must go down to enter the Main Library circulation system. The information desk is by-passed because of its location. There have been many falls on the stairs to the atrium under the skylight as users look up into the height of the atrium.

Recommendation #8

By renovating the 1st and 2nd floors as previously discussed, the 1st and 2nd floors will be connected by public services. All that remains is to continue public access from the second floor to the landing in front of the Children's Collection to the grand stairs and the upper floors of the library. The elevator doors on the 2nd floor, which now open to staff spaces, should also open to the public space on these floors. Acknowledging the curved atrium stair as a main stair to upper floors requires relocating lobby security gates. Other problems that the library is facing can be incorporated into this remodel, such as the stainless steel sliding door which needs to be activated to separate the atrium from the lower floors after hours, and deficiencies in the wheel chair ramp.

Staff Response – Better entry sequence to upper floors of Library

Based on prior Commission discussion, it does not seem likely that the services currently located on the 2nd floor will be relocated.

The elevators that currently open to the second floor staff spaces could open to public spaces at the Fulton Street entrance. This would allow the public access to all floors at this level. It would require an increase in operating costs to allow for book detection systems, additional security officers and possibly Borrower Services staff, if a check-out desk were placed there.

An enhancement to the signage program will be undertaken to help lessen the confusion that some first time visitors experience. We have had success with new signage on the first floor to help patrons find Borrower Services, restrooms, elevators, etc.

Timeline
- *2nd floor recommendations by January 2002*
- *Signage consultant by Spring 2001*
- *Master signage plan completed by Fall 2001*

Estimated Cost (Included in Recommendations #2 and #7)
- *2nd floor: $810,000*
- *Signage consultant: $50,000*
- *Signage system: $250,000 – 300,000*

Finding

The large round atrium that pierces the center of the building admits light and is a dramatic design element but interrupts the ability to visually scan the floor and disorients users who forget where on the circle the stairs or elevators are located.

Finding

The number and placement of light well openings on the third, fourth and fifth floors separate the shelving from seating areas and contribute to users difficulty in finding materials because bridges have to be crossed. Shelving is located behind smoke separation walls or tucked behind the main elevator core.

Recommendation #9

The atrium cannot be closed because of the air distribution system, and because of the goal of introducing interior light into the center of the large floor plate. To overcome the apparent interruption that it apparently presents, the circular atrium might be incorporated into the signage system as a conceptual compass or clock so that users have familiar icon to orient themselves. For example, the main service desk on the 3rd floor is at the West point of a compass or 9 o'clock, the elevators are at the North point or 12:00.

Staff Response - Incorporate atrium design into navigational aids

This will be considered as part of the signage system (see Recommendation #7).

Timeline
- *Signage consultant by Spring 2001*
- *Master signage plan completed by Fall 2001*

Estimated Cost
- *Signage consultant: $50,000*
- *Signage system: $250,000 – 300,000*

3 Capacity Issues

The inventory of the collection and observation demonstrates that the library shelving is now "full." A number of departments have significant amounts of materials located in compact shelving in storage areas in the Main Library and in Brooks Hall. Of all the library departments it appears that only the Children's Department is able to adequately accommodate the book collection as well as the public service and staff offices. "Accommodation" is defined here to include these collections: reference materials, non-circulating items on open shelving, materials housed in staff-only areas on compact shelving, circulating items on shelving in public areas, items in storage in the staff only storage areas on other floors of the library, and items in "other" storage locations – Brooks Hall.

At the same time the public cannot find materials that the library holds. Many book trucks fill the aisles on the 3rd and 4th floors since there is insufficient capacity to shelve these books. The public cannot view the materials in the compact shelving or Brooks Hall. The library needs a combination of more space for the collections and space that is open to the public so that the system of paging, delays and dependence on heavy staffing is not expanded and users can browse the collection as they aspire to do.

Finding

If compact shelving remains in combination with increased efficiencies on some floors, the existing collection may be able to be accommodated. However, the effect on public services will be to continue long waits and public dissatisfaction, as well as continued breakdown of the overloaded compact shelving.

Recommendation #10

The library needs to adopt a comprehensive approach to increasing capacity, Incorporate unused floors for collections and public service, increase the density of use on public floors, move non public uses out of the library to release space for public services.

In the long run, it is the conclusion of the consultants that the library will need to seek solutions to its shortage of collection space outside of the existing building envelope if the collection continues to grow. At the same time, the library should assess its collection and shift it as follows:

- **public collections located in open shelving on all floors with an emphasis on popular materials on the 1st and 2nd floors;**
- **protected materials located on the lower level in compact shelving and paged from service desks utilizing roving pages with electronic pagers;**
- **archival and special collections located in Brooks Hall with independent public access and dedicated staff.**

Departments and services which function in support of the library system as a whole can be relocated to a System Wide Support Center. Several of these functions require excellent delivery and vehicular access. The Departments which the consultants recommend be considered for off site accommodation include Delivery Services, Technical Services, Automation Services, Personnel, Finance, the Friends and Foundation, Administration (except for the Director, Head of Main, Public Affairs Director, who should remain at the Main Library along with the Head of the Friends and Foundation).

Ideally the Support Center would be located adjacent to a branch library. Many branch sites are constricted and in busy neighborhood commercial districts with limited expansion and delivery capacity. The library intends to build a branch in the developing new neighborhood, Mission Bay. The Support Center could be combined with a branch there when it is built. If Mission Bay is not logical, other leased space nearer the Main Library with good vehicular access should be considered. Since the functions are primarily staff functions, the building needs to be able to provide quality office space, good public transportation access, parking and delivery, and security.

Staff Response – Increase capacity

The concept of the Support Center was certainly a viable suggestion when the POE was issued in January 2000. Since that time, several factors are impacting this recommendation. Bond funds, primarily designed for branch library construction and renovation, were approved by the voters, including $10 million for Brooks Hall. The availability of these funds makes the renovation of Brooks Hall a real possibility. It is anticipated that the Friends and Foundation of the San Francisco Public Library, a support group that has been occupying space in the Main Library since it opened in 1996, will be vacating their space (approximately 3,000 square feet of office space) no later than June 30, 2004, thereby freeing up much-needed office space in the Main Library in the short-term future. Real estate prices are sky-rocketing in San Francisco; and, in determining possible costs for branch library sites, which are much smaller than the site needed for the Support Center, costs for the creation of a new Support Center appeared to be prohibitive (at least $15 million). With the potential renovation of Brooks Hall and space being freed up in the Main, it is anticipated that the Main Library, in coordination with Brooks Hall space, can house public functions and support *functions for some years to come. Remote or off-site storage of very infrequently used materials will need to be researched as archival collections grow over the years. Continued analysis is being done of feasibility of relocating Technical Services to Brooks Hall.*

We will be assessing the collection and shifting as many popular materials as possible onto the 1st floor. Although we hope to move most materials needing protection into Main compact shelving on the lower level, some may remain in Brooks compact shelving or within the Archives/documents space in Brooks (see Recommendation #12). The emphasis will be on expedited access for our most requested materials.

Timeline

- *Decisions on housing the collections are ongoing*
- *The movement of materials needing extra security from Brooks Hall to Main Library should occur by October 2001*

Estimated Cost

- *Dependent on specific project*
- *POE estimate for Brooks Hall renovation: $10,300,000*

Other consideration

- *The relocation of Technical Services is a major factor which will impact how many materials from the 3rd floor can be accommodated on the 1st floor. If Technical Services moves to Brooks Hall, that results in less room for Main collections in Brooks.*

Finding

The public expresses a strong desire for increased on line information terminals; and this area of development is mandatory for a large city library.

Recommendation #11

Utilizing cellular floor locations as shown in the appendix in Volume 2, increase the number of tables and carrels with on line access. The diagrams in this report suggest that a number of such tables could be located around the atrium in full view of service desks and for users to see if there is an available table as they walk up the grand stairs. *(3rd, 4th and 5th floor diagrams)*

Staff Response - Increase number of tables and carrels with online access

We are focusing on the remodel of Floor 1 and then will consider upper floors and rearrangement of furniture. We will definitely consider this recommendation, once we determine if we can truly take advantage of total floor area as the POE suggests. Although we do not consider study space insufficient at this point, we will reconsider when we begin the redesign of the upper floors.

Timeline

- *Included in review of Recommendations #5 and #6 (desk relocation and more publicly accessible shelving) to be completed by June 2002*

Estimated Cost

- *Included in estimated costs for Recommendations #5 and #6, a total of $2,600,000*

Finding

The library is already relying on Brooks Hall to accommodate materials that belong in the public collection or in storage areas that located on the lower level of the library which would improve the efficiency of the paging staff. Retrieval of these materials is expensive in terms of staff costs and causes lengthy wait times for users when materials are retrieved form Brooks Hall. Main Library storerooms are at capacity with room only for Government Documents and archival materials.

Recommendation #12

Shift collections to locate the City Archive, other archival materials and older government documents in Brooks Hall in order to release storage for less used materials from the collection which the library does not want on open shelving. Develop a back government documents and archival center in Brooks Hall with independent access and staff.

Staff Response - Shift archival materials to Brooks Hall

We are working on accommodating some of this proposal into our Brooks Hall plans. Much will depend on the Library's space allocation in Brooks Hall. We are planning with SF History and Government Documents how to combine and provide access local documents. Although we hope to have independent access into Brooks, we are working on designs that would require as little additional staff as possible. We will continue to have a Documents center in Main, although we would shift older and less accessed materials to Brooks or to another remote storage facility.

Timeline
- *Integrated with Recommendation #10 (re: increasing capacity)*

Estimated Cost
- *Integrated with Recommendation #10 (re: increasing capacity)*

4 Library Staff Operations Issues

Finding

Return slots and book drop receiving areas have a variety of problems. Conveyor systems intended to protect materials from impact seem to break down regularly. Return chutes and conveyors damage material and staff by-pass the system to protect materials. For instance, plastic cases used for audio visual materials shatter when they are dropped into the book return chute. Since approximately one-third percent of the circulation is audiovisual material, this is a major problem. Books are also damaged since they drop about two feet from the return chute to the belt. Paperbacks also suffer damage and are torn apart. There is not enough workspace behind the return desk. Because discharges and returns are separate drops staff efficiency is not optimized. Users typically wait a minimum of 5 minutes at return and discharge.

Finding

Moving materials from one part of the building to another also causes problems. The staff has noted that the carpeted areas make moving the loaded book trucks very difficult, especially for smaller staff members

Finding

In the sorting areas all returned materials except for those destined for the first floor go to the basement sorting room. The library has recently speeded work in the sorting room. This has lessened delays in returning material to the shelves, but the library faces the additional problem of insufficient shelf space, so materials are left on book carts, out of sequence and cluttering up floors. Consultants noted as many as 20 to 30 book carts holding materials on the third floor alone.

Recommendation #13

Improve the rate of returning materials to shelving by locating sorting immediately adjacent the return desk. Renovate or replace book drops. ***(1st Floor Diagram)***

Staff Response - Relocate sorting and book drops

The 1st Floor Task force is looking at a redesign of the entire Borrower Services operation. We will definitely be recommending different book drops for the public to return materials, as well as finding ways to cut down on multiple steps in materials handling. The sorting function may be relocated adjacent to the return desk, or may stay downstairs, but with a renovated book conveyor system. A major problem with moving the sorting function to the 1st floor is access to the staff elevators; the hallway is narrow and hard to negotiate with book trucks. We hope to be able to integrate branch returns and deliveries with the Sorting Room.

Timeline
- *Sorting Room location is included in recommendations for Borrowers' Services to be completed by June 2001*

Estimated Cost
- *New conveyor system: approximately $150,000*

Finding

The loading dock is dysfunctional in several respects. Large trucks hit the ceiling and ducts. No lift was provided, and as a result, material with lower tailgates requires off loading onto dollies, with material then hand trucked up the disabled access ramp to the receiving area. The ramp is too tight for many materials, so they are manually lifted onto the dock.

Recommendation #14

Renovate the loading dock to incorporate a mechanical lift that will allow trucks of any height to be directly off loaded onto an adjustable platform which raises to the height of the existing dock. Many warehouse suppliers make this type of equipment. A structural engineer will be required to design the structure for the lift, because the slab at the dock has a seismic joint with the base isolation pit below. The problem might be handled as a design build contact with review by the city's engineering staff. ***(lower level diagram)***

Staff Response – Redesign loading dock

Philip Sowers, BOA, is currently working with the Library to identify the best type of lift that will be used by a wide variety of trucks that deliver to the Main Library. Mr. Sowers has prepared *preliminary cost estimates. The Library has made site visits to review various applications of lifts. A funding request for the appropriate lift(s) will be included in the first bond supplemental.*

Timeline

- *To be included in 1st supplemental for POE modifications. Should go to Board of Supervisors in February 2001, with work to be done 90 days after funding is available.*

Estimated Cost

- *$34,500*

Finding

Staff functions are disrupted because of glare. Automatic window shades in staff areas do not operate appropriately to screen glare; some windows do not have shades where they are needed.

Recommendation #15

The automatic shade system is under an extended warranty. It was apparently installed so that library facilities staff could reprogram it as required for different conditions. The manufacturer can assist offsite, essentially, providing tech support for re-programming the system computer. Because of facility staff changes in the library as well as at the manufacturer, this approach is not working. The only solution seems to be to reestablish the support link before the warranty period expires and retrain staff in the library as well. If staff time is not available, a system support consultant will need to be found. There are reported sensor problems on the roof as well. The manufacturer's representative disagrees with this but is willing to come on site to evaluate.

The system is obviously very complicated and facilities staff would prefer to have manually operated shades installed in all new locations. Shade problems seem to be primarily related to computer screens in staff areas, not to the temperature of the space. The consultants suggest that relocation of works stations and computer devices be investigated prior to installing another shade system. The objective would be to solve problems for those who are directly affected; the problem may not exist for an entire department. Public areas should remain without shades.
(No diagram)

Staff Response – Shade system operation

Library staff has met with the manufacturer/installer of the shade system. The manufacturer has recommended that the sensors located on the roof be relocated to avoid misreading of shadows as the sun sets below the western linear atrium roof line.

Telcom connections have been reestablished with Mecco shade support staff in New York. They are tracking operation of the shade system and will offer adjustments to the system when they have completed their analysis. Some shades have been placed in the down position and taken off the system at the request of staff to help eliminate glare at computer screens.

If the adjustments do not meet the needs of staff, individual controls may be recommended. Adding manually operated shades in some areas may also be recommended.

Timeline

- *Testing to be completed by Spring 2001*

required. Many libraries are allowed to deteriorate until crisis occurs. This approach is not possible in a sophisticated operation, where many of the functions are linked. In order to plan facility changes, equipment replacement and system upgrades, the library should strongly consider having a contract with an independent facility/construction manager who is on call to assist with budgeting, construction cost planning, project phasing, and equipment replacement. Once a project is planned, budgeted, and funds secured, the construction manager can liase with appropriate city agencies to implement projects as is required by the city charter. If private funds are used, the library may be able to implement projects through the construction manger.

The library should also have maintenance contracts with specialized equipment companies for the HVAC, electrical, systems controls and telecommunications plant to assist core staff with diagnostics and repair. Facilities staff reports that planned redundancies in the HVAC system were eliminated through value engineering which means that equipment is probably serviced less frequently than is desirable.

That the facility will require major ongoing expense needs to be recognized, whether or not any of the renovation recommendations in the POE Report are implemented. A Master plan and budget was alluded to in the RFP but such a plan exceeds the scope of the study. The plan still needs to be completed, however, and the library needs to budget for this effort to develop a schedule for maintenance and obsolesce. The library is a landmark civic structure, which requires stewardship of the highest order.

Staff Response – Facility Maintenance Plans

City departments routinely work order funds to the Department of Public Works for capital projects and maintenance repair issues. DPW can supply planning, design and construction management through it's various bureaus. We feel comfortable working with DPW to assist us with various project planning, design and implementation.

The Library has several maintenance contracts for building systems that are funded through the budget process. Contacts include a variety of equipment such as: automatic doors, elevators, HVAC system, rolling gates, fire-life safety systems, Building management systems, security systems, electrical distribution, open and closed water systems, emergency power systems, maintenance management systems, conveyor control systems.

Routine preventive and corrective maintenance is coordinated by in house staff via the library's building maintenance system and is scheduled on a regular basis. It would be beneficial to have an after-hours maintenance staff to do a variety of projects that are difficult or impossible to accomplish during normal work hours such as maintenance of air handling equipment, filter changes, interior window washing and dusting of high areas requiring scaffolds/man-lifts, area carpet cleaning, electrical distribution systems, or light fixture maintenance.

There should also be a budget contingency to address various repairs that are not anticipated. Such repairs could be necessitated by vandalism, major equipment or system failures or accidents. This contingency would only be used on an as-needed basis.

Timeline
- *Ongoing*

Estimated Cost
- *Most building costs have been incorporated into Library operating budget. Maintenance on elevators will have to be assumed by Library in fiscal year 2002/03: $65-70,000 annually.*

Finding

Public toilets are a major area of dissatisfaction for users and the facilities staff. It appears that the 1st floor toilets are overused and misused, as is common in large urban libraries. Toilets on other floors are not used, either because they have been closed for security reasons, as is the case of single toilets on upper floors, or they are out of the way, as in the case of the toilets on the lower level.

Recommendation #18

All toilets in the building conform to plumbing codes; allocating funds to solve this problem is a public service decision. The maintenance staff requests that the 1st floor toilets need to be redesigned and expanded, which can happen if Technical Services is relocated. Their objective is to be able to clean during the day when there is a problem without having to close restrooms. This objective requires expansion to develop compartmentalized sets of restrooms on the first floor. Costs have been provided for this work for the library's consideration.

The consultants recommend that before this step is taken, a good effort at redirecting users to lower level restrooms when cleaning occurs be tried. Staff also notes that plumbing is regularly clogged. They would like fixtures and plumbing to meet the standards of high security institutions. These suggestions are practical if all plumbing is replaced, but not achievable otherwise.

As an adjunct measure, it is recommended that maintenance staff be increased as necessary to clean restrooms at regularly scheduled intervals during the day with notification to users as to the time they will be closed. Alternatively, maintenance staff could be located in restrooms performing cleaning functions throughout the day. The provision of additional staff requires a cost benefit analysis as to whether renovation or different staffing patterns are a more effective resolution of this important problem. (1st floor diagram)

Staff Response – Public Restrooms

Public restrooms on the main level are closed for cleaning at regular intervals. Signs are posted directing patrons to other restrooms and signs are posted to inform patrons when 1st floor restrooms will be reopened (usually less than 30 minutes.)

A long-range solution should be considered when the 1st floor is reconfigured to accommodate expanded public service. Ideally, it would be beneficial to have the ability to close off one section of a restroom at a time to allow the custodian to do a thorough cleaning of one area and allow surfaces to dry before moving on to the next area.

Timeline

- *Restrooms are included in recommendations for Borrowers' Services to be completed by June 2001*

Estimated Cost

- *Expansion and reconfiguration of public toilets: $400,000*

Finding

The stainless steel exit system door between the lower floor and the atrium is unused because it is too heavy to slide without a motorized assist. Without this door in operation, the library's emergency exiting system is breached and the library cannot be secured after hours if events are held on the lower level.

Recommendation #19

Install motorized assist as required for size and with of door and connect to control system. *(1st Floor diagram)*

Staff Response – Exit System Door

The Library has a cost estimate for this work and is included in Mr Sowers' scope of work. This work includes the Grove Street entrance and the Gallery area adjacent to the Latino-Hispanic meeting rooms.

There were several specific recommendations regarding audio-visual systems and equipment that we are addressing as ongoing issues and incorporating in POE modifications.

Timeline

- *To be included in 1st supplemental for POE modifications. Should go to Board of Supervisors in February 2001, with work to be done 90 days after funding is available.*

Estimated Cost

- *Grove Street door: $18,320*
- *Gallery door: $21,600*

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum
To: Library Commissioners
From: Susan Hildreth, Acting City Librarian SH
Re: Federal Regulations regarding Internet Use
Date: January 2, 2001

A new Federal law is being enacted that requires public libraries and schools that receive federal funding for Internet access to install filtering software on all computers. The Labor, Health, Human Services and Education appropriations bill that was approved by Congress on December 15, 2000, includes a section on "Children's Internet Protection" which mandates a "technology protection measure" (filtering software) on all computers purchased with Federal funds and/or "technology protection measures" on all computers in public libraries and schools that take advantage of Federal telecommunications discounts (E-rate). This mandate will take effect 120 days after the bill's passage, about mid-April 2001.

In December 1998, the San Francisco Public Library Commission adopted an Internet Use Policy, attached, which states "The Library does not monitor or control the content of the material accessed through the Internet…". This policy is not in conformance with the Federal mandate and could impact the Library's eligibility to receive Federal telecommunications discounts (E-rate discounts) or to use Library Services and Technology Act (LSTA) funds to purchase computers or pay for access to the Internet. The policy will impact eligibility for Federal funding or discounts in fiscal year 2001/02.

In fiscal year 2000/01, the Library is receiving the following Federal funds or discounts that may be subject to elimination in 2001/2002 due to the new Federal mandate:

Telecommunications discounts (E-rate)	$66,981
Access News (LSTA) (touch-tone access to newspapers for the visually disabled)	$24,904
School Services Corps (LSTA) (portion may be used for Internet access)	$135,464
Teacher/Librarian Institute (ESEA III)	$26,000
TOTAL	$253,349

In fiscal 2001/02, the Library estimates that the following Federal funds or discounts would be eliminated:

Telecommunications discounts	$70,000
Internet access discounts	$13,000
Internet equipment discounts (one-time)	$32,000
Access News	$24,000
School Services Corps (Internet portion)	$15,000
Teacher/Librarian Institute	$26,000
TOTAL	$180,000

Because the LSTA and ESEA III funds are awarded on a competitive basis and vary annually depending on the number of projects funded, the impact of the new mandates on these funds is somewhat unpredictable. Also, if the mandate specifically limits the filtering requirement to computers or Internet access that is supported by the specific grant, then those types of purchases or functions would not be included in project proposals, which could allow projects to be eligible for funding.

The most significant impact on the Library will be the loss of the E-rate discounts, which can apply to both ongoing services and purchases of equipment to provide access to the Internet. We estimate that this loss would be at least $85,000 - $100,000 annually.

It is anticipated that the American Civil Liberties Union and the American Library Association will take legal action against this measure. It is also likely that further interpretations of the measure will be issued, clarifying the applications and specific restrictions of the language.

I am recommending that the Library Commission reaffirm its support of the existing Internet Use Policy. Also, I recommend that, because the existing Internet Use Policy could result in loss of revenue to the City, the policy be forwarded to the Board of Supervisors for their endorsement. Although Library policy is set by the Commission, I believe that the Board of Supervisors should be requested to endorse the Commission's reaffirmation of this policy, in light of the fact that it could result in revenue loss to the Library and the City.

San Francisco Public Library Commission Policy Manual

Internet Use Policy

Policy #206

Section: Library Services
Adopted: Dec. '98
Revised

To fulfill its mission of providing free and equal access to information, knowledge, independent learning and the joy of reading to our diverse community, the San Francisco Public Library provides access to the Internet.

The Internet

The Internet consists of information on a wide range of topics provided by millions of individuals and organizations around the world.

Disclaimer

Links to Internet sites can be found on the home web pages designed by the staff of the San Francisco Public Library. The Library follows its materials selection guidelines in linking other web sites to its home pages. Beyond this, the Library has not participated in the development of these other sites and does not exert any editorial or other control over these sites. Any link from the Library's web site to another web site is not an endorsement from the Library. The Library does not warrant that its web site, the server that makes it available, or any links from its site to other web sites are free of viruses or other harmful components.

User Responsibility

The Library does not monitor or control the content of the material accessed through the Internet and cannot be held responsible for its contents. Not all information found on the Internet is accurate, complete, up-to-date, legal or philosophically acceptable to all individuals. The Library assumes no responsibility and shall have no liability for any direct, indirect or consequential damages arising from the use of information found on the Internet, or any communications sent through the Library's Internet terminals. The Library does not monitor an individual's use of the Internet; nor does the Library employ filtering software.

Guidelines for Use of Computer Terminals

Purpose:

1. To provide all interested Library users with access to the Library catalog, various databases and Internet connections.
2. To discourage a few individuals from monopolizing computer workstations thereby hindering the ability of others to make use of these resources.
3. To provide Staff with a method to modify consistently and equitably individuals' inappropriate behavior.

Application:

1. Individuals may use a public workstation for a period of time (for example, thirty minutes) specified by the Branch/Floor Manager.
2. Library Staff may make exceptions to time limits when demand is light or heavy. Terminals which access only the Library catalog may be exempted from any time limit.
3. At some Library workstations, a printer is available. A Branch/Floor Manager may limit use of such stations to be used only by patrons who are ready to print. There is a charge for printing.
4. Access to the Internet or to particular kinds of activity (for example, e-mail, chat rooms, game playing) may be limited or prohibited at the discretion of a Branch/Floor Manager to allow for easier access to the Library's catalog and other databases.
5. More than one individual may use the same workstation so long as this does not disrupt others in the Library.
6. After an individual has occupied a workstation for the time limit, s/he must relinquish the workstation.
7. Users of computer workstations are expected to be alert to others who may wish to use the equipment. Individuals will lose their Library privileges if they intimidate or otherwise discourage others from exercising their right to use the computer.
8. Downloading is available at some stations. Files downloaded from the Internet may contain a virus; neither the San Francisco Public Library nor any of its vendors shall be held responsible for any loss of data, damage or liability that may occur from an individual's use of a Library computer.

Procedures:

1. Any limit or sign-up requirement shall be clearly posted.

2. Any individual who violates these guidelines (for example, using a false name or signature or otherwise trying to circumvent limits) may lose his/her Library privileges.

Internet Use Policy

Access and Usage

The Library does not provide e-mail accounts to users; however, users with existing e-mail accounts may access their accounts through the Library's Internet terminals. The Library assumes no responsibility and shall have no liability for any claims or damages which result from the provision of such access to users.

As with other Library materials, restriction of a child's access to the Internet is the responsibility of the parent or legal guardian.

Use of the Library's terminals for the transmission, dissemination, and/or duplication of information is regulated under various state and federal laws. The Library expects all users to comply with such laws.

The Library has developed guidelines for acceptable use of Library resources, equipment and facilities (12/98 Guidelines). In addition, the Library Commission has adopted "Rules of Conduct" for the Library (Policy # SFPL-301, 12/90). Any users of the Library's Internet terminals must follow the Library Guidelines and Rules of Conduct.

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SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
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Carol Steiman
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Lonnie K. Chin
Steven A. Coulter
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Darian W. Swig
Commissioners

Susan Hildreth
Acting City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Tuesday, January 2, 2001

The San Francisco Public Library Commission held its regular meeting on Tuesday, January 2, 2001in the Koret Auditorium, Main Library.

The meeting was called to order at 4: 05PM by President Higueras
The following members were noted present: President Higueras, and Commissioners Chin, Streets, and Swig.

The Secretary noted Vice President Carol Steiman was excused attendance and that Commissioners Bautista and Coulter's arrival was expected.

President Higueras announced that Item #1 Election of Commission Officers would be delayed pending the arrival of additional Commissioners and that the previous meetings Minutes would be taken up at a later meeting of the Commission. The Commission Secretary apologized for the unavailability of the past meetings' Minutes.

Commissioner Bautista joined the meeting at 4:12PM.

AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

The Acting City Librarian announced the opening of the Tool Lending Center on January 4, 2001 noting it was to be operated in partnership between the Library and the San Francisco League of Urban Gardeners (SLUG). Ms. Hildreth next reported on a number of branch library improvements including tree removal and landscaping work at the Eureka Valley, construction work on the new Ingleside Branch, the installation of air cooling equipment at Chinatown, and reported on several changes in plans for branch library electrical upgrades in light of the approval of the branch Library construction and improvement bond. The Acting City Librarians noted that electrical improvements would go forward at the Anza, Golden Gate Valley, Bernal Heights, and at the West Portal Branch Library. Ms. Hildreth in addition reported on Board of Supervisor's action to approve acceptance of the $159,000 Fortunio Bequest and act on the new Fine & Fee schedule.

Public comment on Agenda Item #1 CITY LIBRARIAN'S REPORT:

Mr. Ed Regan suggested that the proposal to replace branch libraries located in rented facilities be reconsidered given that the new Ocean View Branch while an improvement was too small. Mr. Peter Warfield inquired based on a reading of the meeting's agenda if funding for the Tool Lending Center was to be eliminated ?

The number of members of the public who spoke anonymously at this meeting. 1

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Commission comment on Agenda Item #1 CITY LIBRARIAN'S REPORT

In answer to questions posed by President Higueras, the Acting City Librarian discussed the staff's efforts to carefully consider any work to be done in branches that were to be renovated in light of the pending branch renovation and construction bond program. Responding to questions by Commissioner Bautista, the Acting City Librarian proposed that a report on the Tool Lending Center be brought to the Commission in February.

President Higueras announced that discussion of Agenda Item #3 the City Librarian Search Committee Report would be delayed until Commissioner Coulter's arrival

Agenda Item #4 FRIENDS AND FOUNDATION MOU

The Acting City Librarian discussed the final revision of the proposed Friends and Foundation MOU made to address concerned raised by the Board of Supervisors Finance Committee. Ms. Hildreth reported that in response to requests by Supervisor Yee the annual minimum contribution level made to the Library by its Friends and Foundation was raised from$200,000 to $300,000. She further noted that the legally allowed use of the patron list for solicitation of support for the Library would be changed in the future to requesting that patrons be asked if they wished to receive information about the Friends and Foundation. Ms. Hildreth additionally pointed out that in the proposed final draft MOU the current $5,000 limit on gifts that could be accepted by the Library without Board of Supervisors approval had been reinstated instead of the proposed $25,000 cap. Ms. Hildreth discussed that the Friends and Foundation use of its Main Library 6th Floor office space would terminate after three years and would not be renewable. The Acting City Librarian noted that while the length of the MOU was five years, the fact that it was backdated two years meant than in reality the term of the new MOU would only run three years. The Acting City Librarian noted that the former event management agreement had ended and references to it had been removed from the final version of the MOU. In addition, Ms. Hildreth reported on several meetings with representatives of the Library's labor union. She noted that the union representatives remained opposed to any use of patron information to solicit support for the Library and objected to the Friends and Foundation funded outreach coordinators staffing the Stegner Environmental Center and the Hormel Gay and Lesbian Center.

Public comment on Agenda item #4 FRIENDS AND FOUNDATION MOU

An anonymous member of the public noted that the MOU had been considered by the Board of Supervisors in August and suggested throwing the moneychangers from the Temple. This individual also found that the changes in the MOU failed to restore confidence in the Library as a public institution, and recommended the elimination of the private non-profit intermediary, proposing instead that donations be made directly to the Library.

Commission comment on Agenda item #4 FRIENDS AND FOUNDATION MOU

Vice President Steiman found the final version of the proposed MOU much improved. She

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observed that the existing grievance system might ultimately be the only way to find agreement on the remaining outstanding issues with the Library's labor unions. Both Commissioners Chin and Streets noted additional efforts that had been made to resolve the outstanding issues with the Library unions and expressed a desire to move this item forward.

MOTION: By Vice President Steiman, seconded by Commissioner Chin that the MOU be approved and submitted to the Board of Supervisors with a recommendation for its approval.

ACTION: AYE 5-0 (Bautista, Chin, Higueras, Steiman, and Streets)

AGENDA ITEM #5 LIBRARY BUDGET

Library Finance Director George Nichols provided the Commissioners with an extensive overview of the proposed Library budget for FY 2001-2002. The sum total of the proposed budget from all revenue sources was reported to be $51.15 million. Mr. Nichols noted that this represented a 5.5% increase over the previous budget and discussed in some detail each of the revenue sources for the proposed budget. Mr. Nichols explained a significant increase in projected Prop. E (Library Preservation Fund) revenues in both year's and next years budget allowing for full funding of all proposed expenditures with a lower than anticipated expenditure of reserves. He noted that there had been both budget savings and additional costs, including the addition of $100,000 for the book budget, identified since the draft budget had been presented to the Commissioners in November and described in detail each of the changes. Mr. Nichols specifically pointed out deletion from the Library's baseline proposal of the Tool Lending Center budget as requested by the Commission. The Library Finance Director next addressed various high points such as increased security and lease purchase of a branch library telephone system addressed in the materials provided in the agenda packet. Mr. Nichols then described in detail each of the various changes and increases in staffing and equipment proposed for the branches and each library department in the draft budget.

Agenda item #5 Public comment on the Library Budget

An anonymous member of the public observed that there had been frequent presentations concerning the budget but this individual found the variety of terms and descriptions used in the various reports lacking in clarity. The anonymous member of the public noted that policy issues were buried in the documents specifically decrying what was perceived as a relatively small book budget and potential costs of various technological systems. Mr. Ed Regan suggested that funds mad available by the Fuhrman Bequest be used to purchase additional books on politics, economics, and the study of government for the Main and branch libraries. Mr. Peter Warfield expressed frustration that information on the proposed changes in the draft budget had not been made available earlier and suggested a need for

The number of members of the public who spoke anonymously at this meeting. 1

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more study. Mr. Warfield additionally found the proposed book budget inadequate, opposed any outsourcing of overdue notices, and questioned the costs of proposed automation improvements. Ms. Andrea Grimes, Local 790 noted that the library labor unions had concerns with the budget relating to the book budget as well as about some positions funded, and urged that action to approve the budget be postponed to allow further discussion.

Agenda item #5 Commission comment on the Library Budget

In response to questions and concerns by Commissioner Streets that a future decline in revenues could force cutbacks in library staffing, Mr. Nichols explained how the Library Administration had carefully studied economic forecasts and thoughtfully considered anticipated revenues for the next several years before proposing the addition of any new permanent positions. The Library Finance Director specifically noted the prudent view of anticipated revenue estimates that underlay all of the budget assumptions allowing for greater flexibility in response to potentially changing economic conditions. He further discussed the significant level of reserves maintained in the Library Preservation Fund as a safeguard against unanticipated future revenue declines. Commissioner Streets requested that Mr. Nichols report to the Commission on a recommended level of reserve fund that the Library should maintain. In response to questions by Vice President Steiman regarding the purchase of additional vehicles for the Library, Mr. Nichols outlined in some detail the needs that recommended the addition of the proposed vehicles. Vice President Steiman expressed satisfaction with the removal of the Tool Lending Center budget from the Library's baseline budget noting her philosophical opposition to funding the tool center at the expense of regular library activities. She further expressed approval of the new positions noting that there had been a need for additional staffing at 1st stop and also on the 3rd floor of the Main Library. Responding to a query by Commissioner Bautista, Mr. Nichols explained how the Project Manager positions for the Branch Library bond program could be funded by proceeds from the bond sales. Mr. Nichols informed Commissioners Steiman and Streets that the book budget comprised approximately 10% of the overall library budget and that while this was below the percent of budget of some other Bay Area Libraries it represented a reasonable balance of meeting the library's overall needs. The Acting City Librarian provided Commissioner Bautista with a background explanation for the addition of the curator and exhibit preparators positions as a means of addressing some of the services imbalances among the various specialized centers. Ms. Hildreth noted that both the Stegner and Hormel Centers possessed significant endowments to continue to fund their support staffing through the Friends and Foundation. In response to questions by Commissioners Chin and Higueras, Ms. Hildreth discussed how the proposed additional positions for Library security could address security concerns in some of the larger more active branches. President Higueras called attention to the importance of linking proposals in the annual budget to the Library's Strategic Plan.

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In addition, he highlighted the importance of taking a multi-year view of ongoing building maintenance needs and in addressing the costs involved in keeping library technologies up to date.

MOTION: By Commissioner Bautista, seconded by Commissioner Streets that the FY 2001-02 Library Budget be approved and submitted to the Mayor.

ACTION: AYE 5-0 (Bautista, Chin, Higueras, Steiman, and Streets)

AGENDA ITEM #6 POE RECOMMENDATIONS REPORT

The Acting City Librarian provided the Commissioners with a detailed presentation concerning the recommendations for Main Library improvements in response to problems identified in the Post Occupancy Evaluation (POE) of the Main Library which Library staff found would produce the most benefit for the public and library staff. Ms. Hildreth identified theses as development and implementation of a master signage plan for the Main Library, significant improvement of Borrowers' Services other public services, and the rest rooms on the first floor, relocation of Tech Services, and some improvements to the 2nd floor. Ms. Hildreth noted that while the POE called for a number of improvements and changes on the 3rd, 4th, and 5th floors that staff had identified these as a lesser priority and had strongly recommended concentrating the first improvements to be done on the first and second floor. The Acting City Librarian detailed the $4 million available in the Library Improvement Fund to pay for various projects. The Acting City Library informed the Commission that she proposed to submit a supplemental appropriations request for their approval at their February meeting for additional building fix up projects not spelled out in the POE recommendations report.

Commissioner Coulter joined the meeting at 5:40PM

Ms. Hildreth then gave an extensive overview of the various building modifications proposed in the POE recommendation report. The Acting City Librarian in particular pointed out the strong provisions for both staff and Library Commission oversight of each of the recommended projects. Ms. Hildreth then discussed how these changes could facilitate improved public services, provide greater access to popular collections, and to retain and enhance the 2nd floor services provided by the Library for the Blind and Project Read, and the Children's Historical (Effie Lee Morris) Collection. The Acting City Librarian then discussed various options to bridge the second floor and provide direct elevator access for patrons entering from Larkin and Fulton Streets. Ms. Hildreth next discussed proposed timelines and likely costs involved in carrying out the various projects. She then focused on issues involved in identifying appropriate space for relocating Tech Services. Ms. Hildreth also discussed potential use of space in Brooks Hall to in part to address this need.

The number of members of the public who spoke anonymously at this meeting. 1

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The Acting City Librarian then discussed improvements to Borrower's Services, and the POE recommendations for opening compact shelf spaces in the 3rd, 4th, and 5th Floors for patron use. Ms. Hildreth then detailed the ongoing efforts to address the signage problems identified in the POE and how public access to the elevators to the upper floors might be accomplished. She then discussed how the atrium at the center of the building both provided a benefit to and in some ways a navigational problem for patrons. Ms. Hildreth then discussed building capacity issues and the proposed Library Support Services Center and how various changes which had occurred since the POE was issued had impacted consideration of these recommendations. The Acting City Librarian further detailed how use of Brooks Hall could address off site storage needs for archival materials in an easily accessible way, and potentially meet other needs. Ms. Hildreth noted those recommendations to increase the availability of computer access and study space on the upper floors would be considered, but was less pressing than other matters. The Acting City Librarian next discussed recommendations for providing access to government documents and historical materials. The issues involved in the relocation of the sorting room and book drops to simplify sorting and processing of returned materials were then outlined. Ms. Hildreth then discussed the facilities maintenance planning and building repairs issues raised in the POE and the various ways which staff proposed to address them.
Ms. Hildreth then discussed what was proposed to do to address problems with the automatic window shade system, the public rest rooms, and to provide motor assists for some entry doors. The Acting City Librarian emphasized that the modifications to the 1st and 2nd floors were the library staff's top priorities that should be addressed before going on to the other recommendations.

Public comment on Agenda Item #6 POE Recommendations

An anonymous member of the public commented that the Library had not adopted a Strategic Plan and observed that it had served merely as a distraction during the Prop. E (Library Preservation Fund) hearings. This person further noted that a supplemental appropriation was being proposed to fund POE related work just after the Commission had approved the budget and thus true costs of the projects were being concealed. The anonymous member of the public found this to be a piecemeal process that could result in greater costs. Mr. Ed Regan suggested that Main Library elevators be manually operated for safety in case of emergency, that an encyclopedia and dictionary center be created, and that all circulating books be located on one floor. Mr. Peter Warfield found the report discouraging, found little evidence of creating more space for books, and feared reductions of book collections to meet space limitations. Mr. Warfield additionally expressed concern that the recommendations were not be straight forward about changes being proposed

Commission comment on Agenda Item #6 POE Recommendations

In response to questions regarding the "ownership" of Brooks Hall by Commissioner Bautista, Ms. Hildreth provided an overview of the various issues and concerns involved in making sure that the Library had a feasible plan and chose the best alternative to make use of Brooks Hall. Ms. Hildreth proposed to bring a plan for Brooks Hall to the Commission in the near future. In response to questions by President Higueras, the Acting City Librarian discussed the careful process staff had undertaken in identifying the priority projects in this proposal and how firm realistic cost figures would be confirmed by the Department of Public Works, Bureau of Architecture for each of these particular projects. In response to a question by Commissioner Streets, Ms. Hildreth explained that the building fix it proposals which would be brought to the Commission for its consideration at it next meeting were not among those discussed in these recommendations and could be funded from the current operating budget without recourse to the Library improvement Fund.

President Higueras called for a brief recess at 6:44PM
The Commission returned to session at 6:54Pm
President Higueras then returned to those agenda items previously passed over.

AGENDAITEM #1 NOMINATION OF COMMISSION OFFICERS

Commissioner Steiman nominated President Higueras for the Office of Commission President for 2001. Commissioner Higueras nominated Commissioner Steiman for Vice President of the Library Commission for 2001.

Public comment on AGENDA ITEM #1 NOMINATION OF COMMISSION OFFICERS

An anonymous member of the public commended the Commissioners for their willingness to serve, but noted that given some Commissioners' attendance that the earlier start time for commission meetings be reconsidered. Mr. Ed Regan observed that President Higueras and Vice President Steiman would do a great job as President and Vice President of the Commission.

Agenda Item #3CITY LIBRARIAN SEARCH COMMITTEE REPORT

Vice President Steiman and Commissioner Coulter reported on the activities of the City Librarian Search Committee and discussed its ongoing efforts to identify a professional executive search firm. Commissioner Coulter noted that a committee meeting would be held on Friday January 5, 2001 to receive a report from its subcommittee concerning the search firm interviews and that that information would then be reported to the full Commission.

Public comment on Agenda Item #4 CITY LIBRARIAN SEARCH COMMITTEE REPORT

An anonymous member of the public suggested that there was nothing to report, as the Committee had not met since its last meeting was reported. The anonymous member of the public urged that the Commission not hire a search firm, but instead undertake the City Librarian Search process itself. Mr. Ed Regan urged that any new City Librarian expand public service hours and strengthen the book collections. Mr. Regan also strongly recommended that the Commission select Ms. Susan Hildreth to be City Librarian.

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Agenda Item #7 INTERNET USE POLICY

Acting City Librarian Susan Hildreth informed the Commissioners regarding a recent change in federal law known as the Children's Internet Protection Act which would require libraries which received federal funding to install internet filters on public access computers or face cutoff of future federal funding. The Acting City Librarian noted that current Library Commission policy expressly rejected use of such filters and suggested that the Commission may wish to reaffirm its policy. She further noted that the American Library Association (ALA) as well as the American Civil Liberties Union (ACLU) proposed to take legal action to prevent the law from going into effect. Ms. Hildreth noted that maintaining the current policy could result in loss of some $180,000 in federal funding in future years as outlined in a memo provided to the Commissioners (copy attached). Ms. Hildreth proposed to inform the Commission of discussions on this issue that will occur at the ALA's Mid-Winter meeting. Ms Hildreth recommended that the Commission re-affirm its policy and in turn as a loss of some federal funding could occur request that the Board of Supervisors express their support for the Library's open access policy.

Public Comment on Agenda Item #7 INTERNET USE POLICY

An anonymous member of the public noted that the Library's acceptance of computers from a Bill Gates Foundation grant bound the Library to unmediated access to these computers and thus could lead to various computers being mandated to various kinds of uses beyond the control of the Commission. This individual noted that this issue was one that was facing all libraries and that it reinforced the concern that the Commission must be very careful when accepting gifts. Mr. Peter Warfield agreed with the previous speaker's observation concerning the risk inherent with accepting conditional gifts and also agreed with the City Librarian's recommendation that the Commission affirm its open access policy. Mr. Warfield suggested that the guidelines for use of computers be revised because its penalties were too harsh and the guidelines lacked procedural safeguards for patrons.

Commission Comment on Agenda Item #7 Internet Use Policy

In response to an inquiry by Commissioner Bautista, the Acting City Librarian explained the background of the issues involved in the new federal law, noting that the law required complete filtering of all computers not just those dedicated to children's use. Ms. Hildreth further discussed likely revenue losses that could result and noted that they were manageable within the proposed operating budget. Commissioner Bautista proposed that this item be tabled until more information became available concerning the implications of the new law. Vice President Steiman stated that she supported the existing unrestricted access policy even if some risk of financial loss occurred. President Higueras and Commissioner Streets suggested that given the amount of time available prior to implementation of this legislation that the Acting City Librarian gather additional materials and report to the Commission further on what course of action might be taken.

The number of members of the public who spoke anonymously at this meeting. 1

Agenda Item #8 FRIENDS AND FOUNDATION REPORT

Mr. Chuck Forester, Executive Director of the Friends and Foundation expressed it thanks for the Commission's approval of its Memorandum of Understanding. He then presented the Commissioners with an update on recent its recent activities noting a $50,000 gift to the Ingleside Branch for basic furniture, fixtures, and equipment to help get the relocation project underway. Mr. Forester reported on plans to meet with branch library staff to prepare for a Capital Campaign to provided additional resources for the Branch libraries being built and renovated through Prop A (Branch Library Renovation and Construction Bond 2000). Mr. Forester then provided the Commissioners with an update on the construction of the new Book Bay at the Grove Street entrance of the Main Library.

Public comment on Agenda Item #8 FRIENDS AND FOUNDATION REPORT

An anonymous member of the public observed that the Friends and Foundation would not giving up space in the Main Library until the end of the MOU, suggested that there could be a new MOU extending their say, and that they were retaining the bookstore space until 2009.

Commission comment on Agenda Item #8 FRIENDS AND FOUNDATION REPORT

Commissioner Bautista commented that the Friends and Foundation were doing a good job in doing outreach, reporting a fundraising effort being done at a bookstore at the San Francisco Airport

Agenda Item #9 LIBRARY LABOR UNION REPORT

Ms. Cathy Bremer, Chief Steward of the Librarian's Guild, SEIU Local 790 reported that the Library's labor unions had not been given advance information concerning the Library Budget and had no part in crafting the Library's Budget. Ms. Bremer suggested that the budget presented to the Commission each year primarily addressed changes rather than considering the underlying assumptions of the entire budget and recommended that at least every five years all of those assumptions and all of the library's programs be reconsidered. Additionally, Ms. Bremer specifically criticized what she referred to as contracting out of the sending out of library notices, reporting that a formal grievance would be filed should the Library go forward with this proposal. Ms. Bremer further suggested that because she had experienced problems with a contract for printers that this contract could also create problems. She proposed hiring library staff to undertake materials recovery activities instead. Ms. Bremer complained that her branch did not receive information on Commission activities until the day of a meeting and requested that Branch Library Commission Agenda packets be sent out earlier.

The number of members of the public who spoke anonymously at this meeting. 1

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Public comment on Agenda Item #9 LIBRARY LABOR UNION REPORT

Mr. Ed Regan expressed happiness at hearing a report by the Library's labor union and recommended that each branch library have a collection of labor related materials including copies of corporate bylaws, organization charts of major companies, and copies of union contracts. Peter Warfield agreed that receiving advance information on Commission Agenda items would be useful, as these issues were frequently very complex. Mr. Warfield also agreed that outsourcing contracts could create a problem with the quality of service provided to patrons and create risks for patron confidentiality.

Agenda Item #10 NEW BUSINESS

Commissioner Streets requested that the Commission receive quarterly reports tracking the relationship between budget allocations and ongoing expenditures. Commissioner Chin requested reports linking Prop. A (Branch Library Renovation and Construction Bond 2000) activities to regular updates on the library's strategic planning especially how it relates to linking with education, informing parents, and the future of library services. Commissioner Bautista requested the Commission information on the Library website be given greater visibility. Commissioner Steiman requested that the Strategic Plan be brought to the Commission at the earliest possible date.

Public comment on Agenda Item #10 NEW BUSINESS

An anonymous member of the public expressed approval of both Commissioner Chin and Streets comments, and noted that the new District Supervisors will show great interest in the library's plans as they effect each district's branch libraries and their share of the Library budget. The anonymous member of the public expressed willingness to provide copies of documents obtained from the Library to the Library unions. Mr. Peter Warfield applauded the proposals for an increase in quarterly reports, and questioned the lack of highlighting of Commissioner's request for future agenda items.

Agenda item #11 PUBLIC COMMENT

Ms. Effie Lee Morris, former Library Chief of Children's Services expressed both general and specific concerns with some of the information presented but most specifically regarding her concerns with the preservation and enhancement of the Library's collection of historic children's materials. In addition, Ms. Morris expressed a wish that the Library carefully consider its overall policies rather than attempt to address critical issues in a piecemeal fashion, noting the great importance of careful strategic planning to meet rapidly changing needs. Mr. Ed Regan proposed that the Library extend public service hours from 6AM until Midnight, seven days a week, 365 days a year. Ms. Elizabeth Ludwig, a patron, expressed disappointment to see many video and books unshelved during visits to the Main Library both when it first opened and more recently, noted that she had previously spoken to the Library Commission concerning the need for shelf space for more books . Mr. Peter Warfield thanked Commissioner Steiman for referring the Library union representatives to him for copies of library materials, queried if payment or a job might be involved, and suggested that information on Commission discussions should regularly be available a least a week in advance of a Commission meeting. An anonymous member of the public noted that this individual had missed the beginning of the meeting and inquired concerning the lack of approval of previous meeting minutes. The anonymous member of the public noted that there would be no effort to provide additional space for books in the Main Library. The anonymous member of the public related an anecdote concerning an experience with untruthfulness because of perceived high status this individual experienced in high school.

Agenda Item #12 - ADJOURNMENT

MOTION: by President Higueras, seconded by Commissioner Coulter that the meeting be adjourned In memory of the late Rick Pacurar, a civic and Community leader and Domestic Partner of the Commission Secretary who died in December and the late Adelia Lines, longtime Library staff member and respected Bay Area Library Community leader.

Public comment on Agenda Item #12 ADJOURNMENT

An anonymous member of the public suggested that the meeting be also adjourned in memory of the late Adelia Lines, a former San Francisco Public Library department head and branch manager, and respected Library Community Leader. Ms. Effie Lee Morris also strongly urged adjourning the meeting in memory of Ms. Lines as well.

ACTION: AYE 6-0 (Bautista, Chin, Coulter, Higueras, Swig, and Streets)

The meeting was adjourned at 8:11PM

Michael Housh, Commission Secretary 1/8/01

The number of members of the public who spoke anonymously at this meeting 1.

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Draft Minutes of the Regular Commission Meeting of January 2, 2001

Appendix A

The Public Comment Summary Statements included in these draft Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

1-12-01P04:16 RC

18/01

NOTICE OF MEETING

A special meeting of the San Francisco Public Library Commission called by the Commission President will be held as follows:

DATE: Thursday, January 18, 2001
TIME: 4:00PM
PLACE: Koret Auditorium, Main Library, lower level

DOCUMENTS DEPT
JAN 1 2 2001
SAN FRANCISCO
PUBLIC LIBRARY

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
arian W. Swig
Commissioners

Susan Hildreth
Acting City Librarian

Michael Housh
Commission Secretary

The meeting will be called to order

AGENDA:* **

1. ELECTION OF COMMISSION 2001 OFFICERS — ACTION
(This item is to allow Commissioners to nominate themselves or a fellow Commissioner for the offices of Commission President and Vice President and to elect the Commission President and Vice President to serve for the 2001.)

2. APPROVAL OF THE NOVEMBER 16, 2000 MINUTES — ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the special Commission meeting of November 16, 2000.
Explanatory document: draft minutes

3. APPROVAL OF THE DECEMBER 5, 2000 MINUTES — ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of December 5, 2000.
Explanatory document: draft minutes

4. SUPPLEMENTAL APPROPRIATION — ACTION
Presentation of, discussion of, and possible action to approve a request to the Board of Supervisors for a supplemental appropriation to fund Main Library improvements
Explanatory document: proposed supplemental appropriation request

5. CITY LIBRARIAN SEARCH COMMITTEE REPORT — DISCUSSION
Presentation of, and discussion of a report by the City Librarian Search Committee on its activities.

6. BRANCH LIBRARY MANAGEMENT REORGANIZATION — DISCUSSION
Presentation of, and discussion of the proposed Branch Library Management Reorganization plan.
Explanatory document: planning report on proposed Branch Library Reorganization Plan

7. UNION REPORT DISCUSSION

(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

8. NEW BUSINESS DISCUSSION

(This item is to allow Commissioners to introduce new agenda items for future consideration.)

9. PUBLIC COMMENT DISCUSSION

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

10. ADJOURNMENT (requires motion and public comment) ACTION

*** Public comment will be taken before or during the Library Commission's consideration of each agenda item.**

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at http://sfpl.lib.ca.us/.
Michael Housh, Commission Secretary - 11/9/00

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

Michael Housh, Commission Secretary
1/9/01

San Francisco Public Library

January 10, 2001

TO: Library Commissioners

FR: Susan Hildreth, Acting City Librarian
George Nichols, Finance Director

RE: FY 2000-01 SUPPLEMENTAL APPROPRIATION – MAIN LIBRARY POST OCCUPANCY EVALUATION REPORT (POE) PROJECTS

Attached for your consideration is a request for supplemental appropriation of $1,549,886 to implement several Main Library improvement projects recommended by the POE. This item is scheduled for discussion during the Commission's meeting on January 18, 2001. Approval by the Commission would authorize the Library to submit a funding request to the Mayor and the Board of Supervisors.

The projects proposed in this request will correct structural deficiencies, improve building functions and operations, and enhance public service in the Main Library. Several of the projects will mitigate conditions that do not meet fire, life, and safety standards. The Library has worked through internal staff committees and with representatives of the Bureau of Architecture, Department of Public Works to develop the plan and project cost estimates.

The Library proposes to fund these projects from higher than anticipated revenue in the current fiscal year that is set-aside specifically for Library use by Proposition E; and, from unappropriated revenue balances remaining in the Library Improvement Fund.

For the most part, these projects were not discussed in detail during the presentation on the post occupancy evaluation at the January 2, 2001 Commission meeting. Moreover, with the exception of the $50,000 requested for the signage consultant, the project costs in this request are not included in the $5.3 million cost discussed with the Commission during the January 2nd meeting. The projects included in this request are for the most part projects recommended in the POE that can be completed independent of other modifications that are more complicated to execute.

We look forward to discussing this request with the Library Commission during its January 18, 2001 meeting. Please call George Nichols at (415) 557-4248 if you have any questions prior to the Commission meeting.

FY 2000-01 SUPPLEMENTAL APPROPRIATION REQUEST
MAIN LIBRARY IMPROVEMENT PROJECTS

RECOMMENDED ACTION:

Approve the Public Library's request for supplemental appropriation of $1,549,886 from the Library Preservation Fund, the General Fund, and the Library Improvement Fund to make facility improvements to the Main Library. Proposed improvements are part of a series of improvements recommended by the Post Occupancy Evaluation (POE) Report on the Main Library. A description of the improvement projects included in this request is provided in Attachment A. The first group of projects would be bid as a single project managed by the Department of Public Works (DPW). The second group of projects would be managed by the Library.

The proposed projects will be funded by higher than anticipated revenue in the current fiscal year earmarked exclusively for Library use pursuant to Proposition E and by unappropriated balances remaining in the Library Improvement Fund. According to the Controller's revised revenue projections for the current fiscal year, Proposition E revenue will exceed budgeted revenue by $1.095 million – $508,694 from property tax dollars set-aside in the Library Preservation Fund and $586,000 from General Funds mandated for Library use. The Library Improvement Fund has an unappropriated revenue balance of approximately $4.3 million.

The Library proposes to spend $250,000 from unappropriated LPF revenue; $586,000 from unappropriated General Fund revenue mandated for Library use; and $713,886 from the Library Improvement Fund to support this plan.

BACKGROUND

Shortly after the Main Library opened at its current site at 100 Larkin Street, a Strategic Audit of the San Francisco Public Library was commissioned by the Mayor's Office. The audit was completed in April 1997. One of the recommendations coming out of the audit report was a recommendation that the Library conduct a post occupancy evaluation (POE) of the Main Library. As a result of this recommendation, the Library in the fall of 1998 issued a Request for Proposal (RFP) to conduct the POE and a consultant was selected. The POE, completed in January 1999 presented a plan that called for $28 million in improvements including $10.3 million for the renovation and use of Brooks Hall.

Given the architectural, programmatic, and logistical complexities of implementing many of the changes recommended by the POE and the uncertainty of funding, the Library has been engaged in an ongoing process of assessing and prioritizing projects suggested in the report. The specific projects included in this request are a result of that process and are projects that can be completed independent of other recommendations that are more complicated to execute. For example, recommendations regarding Brooks Hall; the relocation of Technical Services to open up space on the first floor for public use; renovation of the 2nd floor to facilitate way-finding, and suggested changes to the 3rd, 4th, and 5th floors are complex, inter-related, and expensive. Implementing these recommendations will require extensive public discussion and planning by the Library, other City Departments, and the community.

Working closely with library staff committees and with the Bureau of Architecture, Department of Public Works (BOA/DPW), the Library has identified a number of projects called out in the POE that can be completed independent of these considerations. When completed, these projects will correct significant structural and building system deficiencies, improve the building's functionality and operations, and enhance services provided to the public.

Cost estimates for the proposed projects were developed by BOA/DPW. BOA/DPW will serve as the project manager and will be responsible for developing project plans and specifications, managing the bid and award process, and contract administration.

ANALYSIS/REASONS FOR RECOMMENDATION

Since its opening in 1996, concerns regarding the design of the Main Library have been raised. These concerns have focused primarily on the adequacy of shelving to house the Library's collection, public access to the collection, and aspects of the building's design that negatively affect library operations and ultimately public service. These concerns were recognized in the Strategic Audit of the San Francisco Public Library (April 1997) through a recommendation that the Library conduct a post occupancy evaluation (POE) of the Main Library.

The POE was completed in January 1999 and the report included many recommendations designed to address the concerns regarding shelving, public access, and operations. The costs associated with implementing all of the report's recommendations totaled $28 million. Notwithstanding funding limitations and constraints, implementing many of the POE's recommendations will be a complex process requiring negotiation with the Mayor's Office, other City Departments, and the Board of Supervisors and much more public discussion and debate. As indicated the projects contained in this request are projects that can be easily executed at this time with funds earmarked exclusively for use by the Library.

FISCAL IMPLICATIONS

Proposed projects will be funded by unappropriated revenue set-aside exclusively for use by the Library pursuant to Proposition E and by unappropriated revenue balances in the Library Improvement Fund. The Controller's revised projections of Proposition E revenue indicate that current year receipts will exceed budgeted revenue by $1.095 million. In regard to the Library Improvement Fund, there is an unappropriated revenue balance of approximately $4.3 million. As with Proposition E revenue, these funds can only be spent on Library related projects. As such, this request will not impact the City's General Fund.

ATTACHMENT A

GROUP 1 PROJECTS

Project	Project Description/Justification	Est. Cost
1. Loading Dock	The loading dock services the Main Library as well as Brooks Hall. The existing dock and lift cannot accommodate the variety of delivery vehicles that use the dock. This results in potentially hazardous conditions as loads must be manually off-loaded from trucks and lifted onto the dock. This project involves the purchase and installation of a mechanical lift that can handle the various delivery vehicles.	$34,500
2. Seismic Joint	The seismic joint requires modification, redesign, and/or repair due to inadequate sealing. The Library experiences water intrusion around the entire Main Library perimeter footprint and at the curtain wall pre-cast joints during inclement weather and paving wash down activities. The project involves installation of new flashing to redirect water, or installation of a gutter system to catch water. The Library has replaced damaged mildewing gypsum board several times because of water intrusion, and will continue to do so until a permanent fix is designed and installed.	109,750
3. Fire Doors	This is a fire, life, safety issue. Fire doors located near the Grove Street entrance and in the gallery on the lower level are manually operated. These are two extremely heavy fire doors that have been taken off-line from the fire/life safety system because they currently close too swiftly, have damaged interior surfaces and could injure staff and patrons. This funding will allow the doors to be closed by motors rather than counterweights. The project involves purchase and installation of motors and control panels to operate the fire doors.	40,480
4. Public Address System	The existing public address (PA) system is inadequate and needs upgrading. It does not cover non-public work areas on all floors including the lower level of the Main and Brooks Hall. This places staff working in those areas at risk in the event of an emergency. The project involves upgrading the PA system and extending the system into non-public work areas in the Main and in Brooks Hall.	95,000
5. Audio-Visual Systems	The POE found deficiencies with the existing AV systems in the Koret and other public meeting rooms. The use of the Koret and other public meeting rooms in the Library has exceeded initial expectations and capacity of the Library. These rooms have become a significant resource for community group meetings, City Agency meetings, private events, and varied public programming. The existing AV system does not adequately meet the diversity of programming that now occurs. This project involves the purchase and installation of AV equipment capable of	57,000

	handling the diversity of programming that occurs at the Library. Equipment purchase and installation will be done in accordance with recommendations of an A/V design consultant.	
6. Elevators	Elevator #7 serves the lower level, 1st and 2nd floors. It's motor often overheats during heavy use. This project would fund an oil cooler to prevent this problem from occurring. It would also fund refinishing of the all elevator interiors to a brushed finish to reduce vandalism and the cost of annual refinishing. Existing public elevator doors and cabs are covered with a mirror-like metal finish. Although attractive they are difficult and costly to maintain. The doors and cabs are subject to damage from normal use as well as from graffiti scratched or etched into the panels. The project involves refinishing the door and cab surfaces, converting them from their current highly reflective and mirror-like finish to a burnished scratch resistant surface.	49,433
7. Hyde Street Door	This project involves reconfiguring the staff entry on Hyde Street. The existing door is set-back from the sidewalk creating a small alcove. During hours the Library is closed, the alcove is used as a urinal by people on the streets. This significantly increases maintenance of the area and is a major health concern for staff entering and leaving the building through this door. The project involves purchase and installation of a rolling gate that will cover the alcove during the hours the Library is closed and setting the existing doors back to accommodate the rolling gate.	17,180
8. Exterior Granite and Lighting Repairs	Various granite pavers surrounding the building are broken and need to be replaced. Bollard lighting fixtures will provide needed evening illumination of the ramps and walkways on the Fulton and Larkin sides of the building.	64,600
9. Misc. Wall Repairs	Several of the walls and columns with encaustic finishes have been damaged and need to be restored. Patrons using reader chairs near the north and west windows on floors 3, 4 and 5 are constantly damaging the sheet rock since there is not much extra space between the back of the chair and the wall. Project involves repair of sheet rock and Installation of chair railings to prevent future damage.	11,600
10. 6th Floor Public Storage/Locker Replacement	Existing lockers on the 6th floor would be replaced with a recessed display case that would include a tackable back surface and adjustable shelves. The lockers are virtually unused and the display case would enhance exhibits that are staged on the 6th floor. The project involves design, construction, and installation of the display case.	6,042
11. Grove Street Entrance Display Case	This project involves the installation of display cases in the Grove Street entryway. Display cases will replace benches that are currently there. Grove Street is a major entry point	14,850

	into the building and the display cases would provide a convenient and effective source of information regarding programs, exhibits, and public service announcements.	
SUBTOTAL CONSTRUCTION		**$500,435**
Design Contingency	10%	50,044
General Conditions	10%	50,044
Contractor's Overhead and Profit	15%	90,078
TOTAL EST. CONSTRUCTION BID		**$690,601**
Construction Contingency		103,590
TOTAL CONSTRUCTION		**$794,191**
Project Management, design, consultants, construction documents, permits, and management	35%	277,967
TOTAL PROJECT COST		**$1,072,158**

GROUP 2 PROJECTS

1. Replace damaged table tops	Tabletops in the public areas are heavily used and have been damaged through normal use and through deliberate acts of vandalism. Existing tabletops are constructed of wood. Although attractive they are difficult to maintain and unsightly when damaged. This project involves installing plastic laminate over existing wood tops for 60 tables. Laminate surfaces are easier to maintain and easier to repair when damaged. Project will be completed by the Bureau of Building Repair (BBR)/DPW.	$30,000
2. Door Stop Fabrication and Installation	Many of the doorstops used at glass doors are broken. A new type of doorstop has been tested by DPW and the Library that has proven to be effective in stopping these heavy glass doors from hitting walls/furniture. Project will be completed with the assistance of the Bureau of Building Repair/DPW. All glass door locations will be equipped with these doorstops.	6,825
3. Signage Consultant	A major finding of the POE was the inadequacy of signage in the Library. The report found that inadequate signage reduces operational efficiency by creating an over-reliance on staff by the public for basic directions and poses a barrier to the public's access to materials and services. The POE specifically noted that signage is not visible in the line of travel, stack signage is deficient, and that directional signs	50,000

	are not clear. The POE recommended that a signage consultant with a background in way-finding design for public facilities like the library be hired to develop a signage system that will mitigate existing problems and after the initial signs are done, can be replicated at a low-cost. This project provides funds to develop an RFP for consulting services and funds to pay for the consultant once selected.	
4. Audio/Visual Systems Design	Project involves hiring an A/V consultant to assess and design an appropriate system.	20,000
5. Radio Repeater System	This is a fire, life, safety issue. There are numerous "dead" areas in the building where radio signals and communication cannot take place. Radio signals cannot be picked up in Brooks Hall. Because of these "dead" areas, Library personnel, private contractors, and emergency personnel working in these areas cannot communicate via radio and this places them at risk in emergency situations. The portable radio repeater system will allow for radio transmission in all areas of the main library and in Brooks Hall. Transmitting devices will be wired and installed which will provide needed radio signaling necessary for normal operations and for emergencies. The Library will work with DTIS to complete this project.	230,000
TOTAL, OTHER PROJECTS		**$336,825**
PROJECT RESERVE		$140,903
TOTAL COSTS		**$1,549,886**

SOURCES	
Library Preservation Fund (Proposition E)	**$250,000**
General Fund (Proposition E Mandated Contribution)	**$586,000**
Library Improvement Fund	**$713,886**

PROPOSED BRANCH ADMINISTRATIVE REORGANIZATION

1. Why make any change and why do it now?
The goal of this proposed plan is to address the changing needs of the Branch Division, due to both internal and external demands including changes in technology and initiatives to improve public service.

Last Spring the Library contracted with a consultant, Beverly Simmons to assist us in examining the branch administrative structure. This initiative was in response to concerns expressed by branch staff that the current structure was not as effective as it could be particularly in supporting front-line staff's needs.

What are the benefits or how will it help branch staff?

- Resolve the conflict inherent in the current cluster concept as discussed by staff in interviews with Beverly Simmons. The current structure requires Librarian IIIs to balance their resource branch's needs with those of the 3-4 branches in their group.
- Increase support of front line staff by creating a more flexible and responsive structure.
- Streamline and standardize processes.
- Librarian IIIs available to work on division and system wide issues
- Support branch managers on personnel related matters.
- Improve communication between the Chief of Branches and branch staff and between District Managers and Branch Managers.

The change is needed to respond to environmental changes within the Library and within the City.

- The original concept of geographical clusters with a 'resource branch' as the hub was to address both staff and patron needs. For patrons it was the resource for reference and information services and materials. But, the expansion of electronic reference resources and post-proposition E staffing (i.e. with Librarians in every branch) has altered this reality. For staff it was as a resource for staffing assistance and administrative support.
- While recent budgetary and political changes are for the most part positive, they have impacted the workload of all branch division staff. Division-wide these include managing an as-needed librarian budget and an increased branch equipment & supply budget; for staff at the branches these include new technology and service initiatives, and the planning and implementation issues they bring.
- In the current structure the Assistant Chief of Branches handles building projects/improvements and other division wide work as "special projects". In the last year the number of these projects has made them the norm rather than the exception. We need a better structure for addressing new initiatives (the bond program) and ongoing needs.

- The Library needs to create a structure that can respond to budget and operational issues. These include projects such as the Branch Facility Plan, implementation of the Bond Program, branch customer service workgroup recommendations and new public service initiatives (in the past these have included receipt printers, cash registers & circulation policy changes).
- The Chief of Branches will continue to respond to questions from other city agencies. Librarian IIIs will also be available to respond to questions and concerns raised by Board of Supervisor members for branches in their district. The interest of individual supervisors regarding city services in their district is expected to increase with the new districting.

2. Proposed Changes: (Attached)

Reconfigure the cluster concept. Take the four largest, busiest and most complex operations out of the cluster structure, these are: Mission, Sunset, Chinatown and Richmond, the west Portal and Excelsior Branches will be managed by Librarian IIs. The remaining 22 branch libraries would be divided between the 3 remaining Librarian IIIs (3634s) already allocated to the branch division. The Assistant Chief of Branches title would be eliminated; the incumbent Joan Goldman would be designated a district manager. The division of branch facility responsibilities will complement the new Supervisory Districts. The second major component in the new structure would be that the cluster managers would not manage the day-to-day operations of a branch facility but would have an office in the Main Library and a field office in their district.

Add one Full-time 1842 Management Assistant to the Chief of Branches Office staff. This is a new position, created by substituting a vacant 3630 position, to complement the current support staffing level of one Full-time 1424 Clerk Typist and one Part-time 3610 Library Assistant. Among the recommendations of staff was the overwhelming support for additional centralized administrative support. In the current structure the Chief of Branches, a Librarian III does some less sophisticated work that would be better taken on by the 1400 series.

3. How would the change affect the way staff is allocated and how coverage is handled?

Staffing allocations:

- No change in the current configuration of branch staffing is planned as part of the proposed plan, except to add additional public service staff.
- In the last 12 months the following positions have been added to the branch coverage roster or reallocated from central support services to a specific branch:
  1 FTE 3632 Librarian II
  4 FTE - 3630 Librarian I
  1 15 hour 3602 page (and the creation of 20 hour page positions)

- The Library's proposed FY 00/01 Budget includes a request for additional librarian & technical staff position for the branches and funds to create a security staff and purchase security related equipment for branches.
- COB office will arrange for supplemental public service assistance to the effected branches, West Portal and Excelsior from which the Librarian IIIs will be shifted.
- Coverage and vacation requests will be handled centrally, similarly to the way they currently are.

4. Duties and Responsibilities of Librarian IIIs Under New Cluster Concept:

These will integrate some of the Assistant Chief of Branches work and the previous Cluster manager responsibilities.

1. Technology planning and implementation
2. Scheduling
3. Personnel recruitment, retention and training
4. Facility projects
5. Public service evaluation and initiatives
6. Budget
7. Provide direct public service up to 20% of their time
8. Manage branch delivery services
9. Participate on system wide committees
10. Meet with branch supervisors regularly
11. Intranet (staff electronic communication system)
12. Improve communication, revise monthly report, etc
13. Serve as Acting Chief of Branches
14. Participate in system wide and division level planning and development

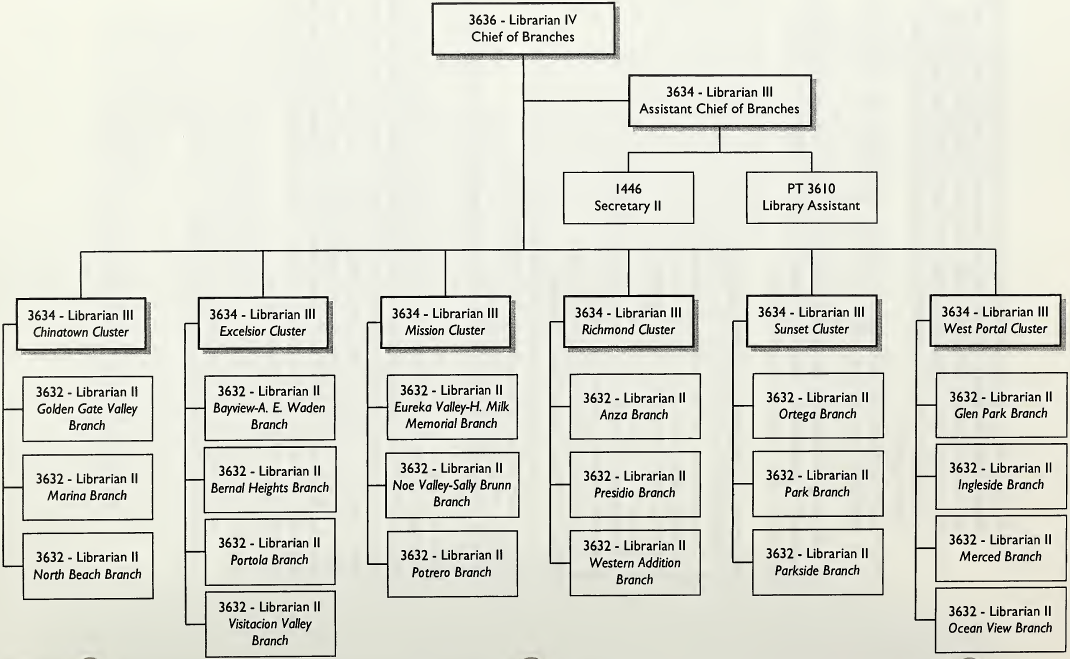
5. Conclusion

The proposed reorganization is a re-allocation of branch division staff and does not require any new funded positions. The only classification change included is to exchange a currently funded vacant Librarian I for a management assistant (1842) position to help with the administrative workload in the Chief of Branches office. Throughout this process branch staff have been included in discussions regarding how the plan will work, this will continue into the implementation phase. My hope is that this reorganization will position the branch division to meet the changing City and Library environment.

1/12/01

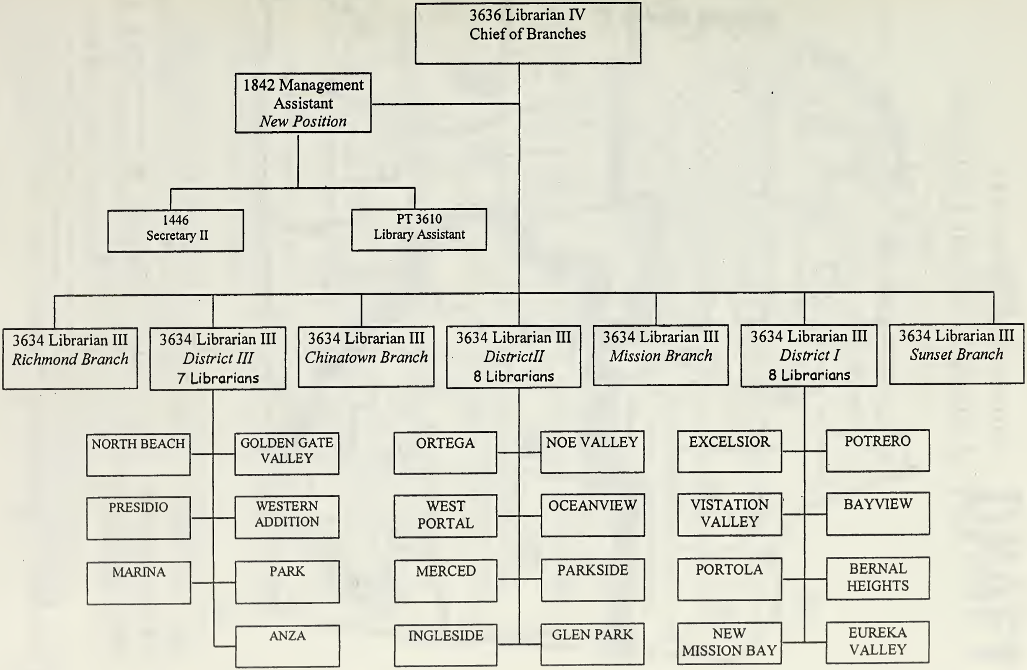
San Francisco Public Library

Branch Division

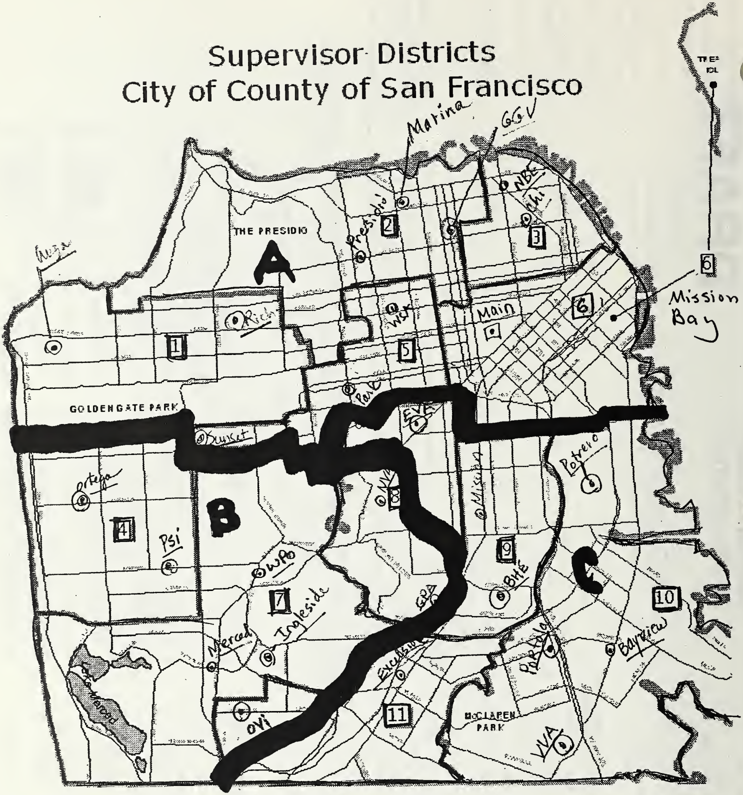

3636 - Librarian IV
Chief of Branches
3634 - Librarian III
Assistant Chief of Branches
1446
Secretary II
PT 3610
Library Assistant
3634 - Librarian III
Chinatown Cluster
3632 - Librarian II
Golden Gate Valley Branch
3632 - Librarian II
Marina Branch
3632 - Librarian II
North Beach Branch
3634 - Librarian III
Excelsior Cluster
3632 - Librarian II
Bayview-A. E. Waden Branch
3632 - Librarian II
Bernal Heights Branch
3632 - Librarian II
Portola Branch
3632 - Librarian II
Visitacion Valley Branch
3634 - Librarian III
Mission Cluster
3632 - Librarian II
Eureka Valley-H. Milk Memorial Branch
3632 - Librarian II
Noe Valley-Sally Brunn Branch
3632 - Librarian II
Potrero Branch
3634 - Librarian III
Richmond Cluster
3632 - Librarian II
Anza Branch
3632 - Librarian II
Presidio Branch
3632 - Librarian II
Western Addition Branch
3634 - Librarian III
Sunset Cluster
3632 - Librarian II
Ortega Branch
3632 - Librarian II
Park Branch
3632 - Librarian II
Parkside Branch
3634 - Librarian III
West Portal Cluster
3632 - Librarian II
Glen Park Branch
3632 - Librarian II
Ingleside Branch
3632 - Librarian II
Merced Branch
3632 - Librarian II
Ocean View Branch

BRANCH DIVISION REORGANIZATION

DRAFT


3636 Librarian IV
Chief of Branches
1842 Management Assistant
New Position
1446
Secretary II
PT 3610
Library Assistant
3634 Librarian III
Richmond Branch
3634 Librarian III
District III
7 Librarians
3634 Librarian III
Chinatown Branch
3634 Librarian III
DistrictII
8 Librarians
3634 Librarian III
Mission Branch
3634 Librarian III
District I
8 Librarians
3634 Librarian III
Sunset Branch
NORTH BEACH
GOLDEN GATE VALLEY
PRESIDIO
WESTERN ADDITION
MARINA
PARK
ANZA
ORTEGA
NOE VALLEY
WEST PORTAL
OCEANVIEW
MERCED
PARKSIDE
INGLESIDE
GLEN PARK
EXCELSIOR
POTRERO
VISTATION VALLEY
BAYVIEW
PORTOLA
BERNAL HEIGHTS
NEW MISSION BAY
EUREKA VALLEY

Supervisor Districts
City of County of San Francisco


Marina
GGV
NBE
Chi
Presidio
THE PRESIDIO
A
Anza
Rich
1
2
3
WSA
5
Main
6
6
Mission Bay
TREAS ISL
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Park
EVE
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Ortega
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Mission
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Portola
Bayview
Lake Merced
OVI
11
McLAREN PARK
VVA

A

NBE, GGV, MAR
PRE, WSA, PAR
ANZ, Mission Bay

B

ORT, PSI, WPO,
MER, ING, OVI,
GPA, NVA

C

EXC, POR, VVA,
BAY, BHE, POT,
EVA

$\boxed{1}$ = New Supervisory Districts

76

18/01
draft

DRAFT

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Darian W. Swig
Commissioners

Susan Hildreth
Acting City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the special meeting of Thursday, January 18, 2001

The San Francisco Public Library Commission held a special meeting on Thursday, January 18, 2001 in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4:10 PM
The following members were noted present: Bautista, Coulter, Higueras, Steiman, Streets, and Swig.

The Secretary reported that Commissioner Chin would join the meeting in progress.

President Higueras announced that Agenda item #3 Approval of the Minutes of the December 5, 2000 Regular Commission Meeting would be taken up at the next meeting.

AGENDA ITEM #1 ELECTION OF COMMISSION OFFICERS

The Commission Secretary reported that there were two nominees President Higueras for the Office of President and Vice President Steiman for the Office of Vice President for 2001. No further nominations were offered for either office.

Public comment on Agenda Item #1ELECTION OF COMMISSION OFFICERS

An anonymous member of the public offered congratulations and best wishes to the new commission officers.

Commission comment on Agenda Item #1ELECTION OF COMMISSION OFFICERS

MOTION: By Commissioner Bautista, seconded by Commissioner Coulter that Commissioner Higueras be elected President and Commissioner Steiman be elected Vice President of the Library Commission for 2001.

ACTION: Aye 6-0 (Bautista, Coulter, Higueras, Steiman, Streets, and Swig)

AGENDA ITEM #2 APPROVAL OF THE MINUTES OF NOVEMBER 16, 2000 SPECIAL COMMISSION MEETING

Public comment on AGENDA ITEM #2 APPROVAL OF THE MINUTES OF NOVEMBER 16, 2000 SPECIAL COMMISSION MEETING

An anonymous member of the public noted that the Commission's bylaws, past practice, and Roberts Rules of Order discouraged approval of meeting minutes at special meetings. It

The number of members of the public who spoke anonymously at this meeting. 2

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

was additionally noted that this individual had not received a copy of the meeting agenda and draft minutes for review. The anonymous member of the public noted several grammatical errors in the draft text and pointed out the Sunshine Ordinance mandated that draft minutes be made available within 10 days of a meeting. The anonymous member of the public commented favorably on a reported comment concerning the City Librarian Search Process. Mr. Peter Warfield pointed out that this was a special meeting not a regular meeting of the Commission, that Roberts Rules of Order recommended that minutes be approved only at regular meetings, and suggested that old business should be taken up first. Mr. Warfield stated that on page three of the Minutes in a report on the Library technology Plan he had expressed concern with the absence of specific cost figures. He called attention to a page five comment noting that it was his intention that everyone have an opportunity to review complex documents such as the budget well before the meeting at which they would be considered.

Commission Comment on AGENDA ITEM #2 APPROVAL OF THE MINUTES OF NOVEMBER 16, 2000 SPECIAL COMMISSION MEETING

Commissioners' Swig and Streets expressed concern that they had not had sufficient opportunity to review the Minutes. The Commission Secretary apologized for the delay in distributing copies of the Minutes, and explained that the backlog of unapproved meeting minutes created circumstances requiring review and approval of them a soon as possible. In response to questions by President Higueras, Deputy City Attorney Adine Varah confirmed that any meeting other than the Commission's scheduled regular monthly meetings would be classified as a special meeting. In addition, she noted that the Commission was not precluded from acting to approve meeting minutes at a special meeting although standard practice would be to approve minutes at the next regular meeting. President Higueras then tabled consideration of these minutes until the next meeting to allow appropriate time to review them.

Agenda Item #4 SUPPLEMENTAL APPROPRIATION

Library Finance Director George Nichols gave a detailed presentation on the various aspects of the proposed $1.549 million Supplemental Appropriation Request to fund Main Library renovation and repair projects. Mr. Nichols noted that many of the proposals identified in the explanatory documents had been called for in the Post Occupancy Evaluation (POE) Report on the Main Library. Mr. Nichols reported that the projects would be funded through higher than anticipated revenues available to the Library in the current fiscal year. He also noted that these projects were distinct from those POE related proposals described by the Acting City Librarian in her report to the Commission at its January 2ndmeeting. Mr. Nichols then discussed in some detail the funding sources for the proposed projects and aspects of the various proposals. Mr. Nichols noted that a first group of proposed projects would be developed as a single bid and managed by the Department of Public Works, while library staff would manage a second group.

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Public comment on Agenda Item #4 SUPPLEMENTAL APPROPRIATION

An anonymous member of the public noted and questioned why these proposals were not discussed at the January 2 Commission meeting; suggesting that there seemed to be an effort to conceal the full costs and extent of proposed work. The anonymous member of the public then observed that the question was what are priorities and who, with public input, should make those decisions. Mr. Ed Regan recommended that fire doors be able to be manually operated and that building elevators also be manually operated. Mr. Peter Warfield agreed with the previous public comments and questioned both the priorities given to various projects as well as how they related to POE recommendations. Mr. Warfield requested linking of projects with specific POE recommendations, finding the proposed approach piecemeal and the individual projects insufficiently detailed. A second anonymous member of the public questioned the use of Prop. E (Library Preservation Fund) monies as well as Library Improvement Fund monies for these projected. This individual further decried the loss of the Grove Street entrance benches and public use storage lockers. Ms. Ruth McGinnis expressed concern that the loss of the Grove Street benches could create difficulties for the elderly or disabled patrons waiting for rides at the Grove Street entrance.

Commission comment on Agenda Item #4 SUPPLEMENTAL APPROPRIATION

There was extensive discussion among the Commissioners concerning various aspects of the proposed projects with Commissioners Coulter and Steiman focusing on the importance of keeping on-going maintenance needs in mind, responding to the damage caused by illegal skateboarding activities, and vandalism to library table surfaces. Library Chief of Operations and Maintenance Rich Walsh and Phil Sowers of the Department of Public Works provided detailed information in response to Commissioners' questions concerning the needs for installing radio repeater technology to address worker safety concerns, regarding anti-skateboarding installations, and which other items were building close out punch list items. There was a discussion of the various concerns and options for the Grove Street bench area.. The Acting City Librarian explained in detail how the signage consultant could provide immediate improvements and guide long-term changes, as they were needed. Next there was a detailed discussion of various repair options for damaged table surfaces. In response to questions by Commissioner Chin, the Acting City Librarian explained the importance of installing the radio repeater system as a critical health and safety measure. Ms. Hildreth explained to Commissioner Swig the background issues involved in repairing the seismic joint. Mr. Sowers detailed the seismic joint repair work involved in response to questions. In answer to questions by Commissioner Streets, Mr. Nichols and the Acting City Librarian provided a detailed overview of both cost estimates and controls and the proposed timeline to carry out and complete the proposed projects. Commissioner Streets requested that budget narrative reports be provided to clarify the funding sources and expenditures as these projects went forward. President Higueras emphasized that no Prop. A Branch Bond funds would or could be spent on any of these Main Library projects. In response to a question by Commissioner Coulter, the Acting City Librarian noted that Prop. E finds were available to any use benefiting the Library.

After further discussion it was the sense of the Commission to table consideration of this item to the next meeting.

President Higueras called for a brief recess at 5:38PM
The Commission returned to session at 5:55PM

AGENDA ITEM #5 CITY LIBRARIAN SEARCH COMMITTEE REPORT

Vice President Steiman discussed the recommendations made at the January 5th meeting of the Ad Hoc City Librarian Search Committee. She then introduced Library Human Resources Director Donna Marion who discussed the Committee's work and introduced Mr. William Hawkins, whose firm the Committee had recommended be hired to conduct the search process. Mr. Hawkins spoke extensively concerning his firm's professional qualifications, experience, and about various aspects of the search process. In particular he outlined a proposed step by step process, the search timeline, and various ways library staff and public input could be included in the search process.

Agenda item #5 Public comment on the City Librarian Search Committee Report

Ms. Sue Cauthen recommended that the Council of Neighborhood Libraries be consulted in the search process and recommended that neighborhood newspapers be used to advertise search outreach meetings. An anonymous member of the public commented that the work of the search committee appeared to have been done in a private closed process. The anonymous member of the public additionally suggested that Mayor Brown opposed open process and that a further closed process, with illegal seriatim meetings, would result from the proposed search process. This individual recommended that the Commission resume the search process itself. Mr. Ed Regan suggested that any proposed City Librarian candidates support extending public service hours,have a commitment to improving the book collections, and to recruiting library employees from graduates of City College. Peter Warfield expressed concern that the input of all parties into the search process be made public, that all search process documents be public, and that the final search criteria and recommendations be made public. Ms. Ruth McGinnis expressed concern that the proposed search timeline might not allow enough time to gather sufficient public input and requested information concerning other public officials Mr. Hawkins' firm had recruited. The second anonymous member of the public expressed a desire that the candidates to be next City Librarian give books priority.

Item #5 Commission comment on the City Librarian Search Committee Report

Vice President Steiman emphasized that only appropriately private personnel information would be kept confidential but that otherwise the search activities and information gathered would be discussed openly. Commissioner Coulter then discussed in extensive detail how the mixed Committee/staff subcommittee had undertaken to interview search firms and make its recommendations. The members of this Committee were identified as Librarians Dede Puma and Bill Lynch, Kathleen Lucey of the Library's Finance Office, Human

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Resources Director Donna Marion, Commission Secretary Michael Housh, and Commissioner Coulter. Mr. Hawkins then responded to questions by Commissioners regarding extending the search process timelines, how proper notification can be done to increase public and staff participation, and about input into the process. Mr. Hawkins explained further concerning his experiences in searching for other city librarians. He also discussed other public officials and other San Francisco city managers recruitment assignments his firm has and was currently conducting. Commission Swig emphasized that seeking the Mayor's input on what kind of candidate he would want would be essential. There followed questions by Commissioners Chin and Bautista concerning details of the Hawkins firm's approach to conducting the search and concerning the full Commission's input. In response to a query by Vice President Steiman there was a discussion among the Commissioners regarding their input into creating both a job description for City Librarian and details of how the Commission would be involved in the search process as well as the Commission's ultimate selection of the finalist candidates for nomination to the Mayor. In response to questions by Commissioner Streets, Ms. Marion discussed housing and salary issues impacting the search process. Deputy City Attorney Adine Varah clarified that there was no legal requirement that the City Librarian be a San Francisco resident.

Commissioner Coulter left the meeting at 6:57PM.

AGENDA ITEM #6 BRANCH LIBRARY REORGANIZATION PLAN

Library Chief of Branches Donna Corbeil gave the Commissioners a detailed report on a reorganization of the management of branch library system to both improve efficiency and provide greater support for frontline staff in branch libraries. Ms. Corbeil described the recommendations made by library consultant Beverly Simmons hired by the Library to study the impact of changing public services needs and the expansion of technology in branch libraries. The increasing complexity of the work of branch staff was reported to have lead to a greater need for management support, improved communication, and increased flexibility in use of Librarian IIIs to oversee the larger branch libraries and better manage branch operations. Ms. Corbeil then described in great detail the new geographical divisions and assignment of duties between the Chief of Branches Office and the branch managers. The Chief of Branches noted that a number of positions had been reallocated to direct public service positions in branches and the proposed new budget called for additional librarian and support staffing for the branch libraries. Ms. Corbeil explained how the reorganization plan emphasized maximizing public service and improving administrative support for both the larger and smaller branches. The Acting City Librarian informed the Commissioners concerning the extensive staff review and discussion process, including consultation with Library labor unions, that was undertaken to develop the new management structure. Ms. Hildreth in particular noted that the new system would both respond to needs identified by the new District Supervisors and the management demands resulting from the branch library improvement and construction bond program.

The number of members of the public who spoke anonymously at this meeting. 2

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Public Comment on Agenda Item #6 Branch Library Management Reorganization

An anonymous member of the public observed that while not a management expert that this individual found the reorganization plan seemed to transfer staff from the branches to the Main Library, spreading and thinning supervision in the branches. The anonymous member of the public asked if there was documentation to justify the plan and questioned whether it was going to result in less service rather than more. Mr. Ed Regan recommended retaining cluster managers, set up a system to train new employees at the Main or in branches as group. The second anonymous member of the public raised three points, first that such a major reorganization should wait until after selection of a City Librarian to allow that person to make their own management choices, secondly that the plan shifts authority from the branches, and thirdly public service in the branches will be reduced by the loss of some librarians in the branches. Ms. Ruth McGinnis, speaking as a representative of the Librarians Guild and a former branch library cluster manager, expressed belief that the plan will result in a loss of staffing in branches. She felt the plan to be driven by the change to District Supervisors. Ms. McGinnis found that there were significant staffing shortages in the branch libraries and that this plan would do little to improve the situation. She suggested that the reorganization would result in the loss of staff familiar with the needs of branches and that the plan was not the result of staff input. Mr. Peter Warfield while noting that he was not an expert in reorganization felt that the plan would result in the reduction of staff available to serve the public in the branches. He suggested that there would be an increase in the number of libraries to be supervised, recalled no mention of the Librarian IIIs providing direct service, and found no justification which led to the creation of this plan.

Commission Comment on Agenda Item #6 Branc Library Management Reorganization

Vice President Steiman gave her fellow Commissioners some background on the situation that led to the need for modification of the branch library management system. The Acting City Librarian commented that the Librarian IIIs would continue to work on weekend rotation providing direct public service on weekends, and evenings in addition to weekdays. In response to questions by President Higueras, Ms. Corbeil discussed how the various conflicting demands created by the present management system resulted in poorer performance in the face of ever increasing complexities. She reported a need for greatly improved communication and operating as an effective team. Ms. Hildreth emphasized that the Librarian IIIs will be expected to be even more active in the field instead of in their office at the Main. This system will create an effective management team to better manage the greater resources the Library has put into the branch system. Commissioner Bautista lauded the improved management emphasis on the larger branches as critically needed, and expressed a hope that the new system would allow greater opportunity for staff development and training. In response to questions by Commissioners Streets and Chin, Ms. Corbeil and Ms. Hildreth explained how the new staffing provided in the proposed budget would greatly improve the ability to fully staff the branch libraries, eliminate problems in filling in for absences, and under the new system further empower field staff to better manage branch activities. Ms. Corbeil explained to Commissioner Bautista that the need for electrical upgrades limited the ability of some branches to modernize all of their computers, but that efforts were underway to address that problem.

Commissioner Steiman left the meeting at 7:43PM

Agenda Item #7 LIBRARY LABOR UNION REPORT

Ms. Ruth McGinnis reported that while there was no formal unions report that she wished to convey to the Commissioners that the Union has had an excellent working relationship with Ms. Hildreth. She further reported that staff was fully aware of the demands and complexities facing the Library because of all of the new technologies and other changes.

Agenda Item #8 NEW BUSINESS

Commissioner Chin announced that she would have to leave the meeting shortly. Commissioner Bautista requested information on upcoming meetings.

Public comment on Agenda Item #8 NEW BUSINESS

The second anonymous member of the public recalled that Commissioner Bautista had requested that a schedule of future meetings be discussed. The first anonymous member of the public discussed the complexities of having regular meetings and regular special meetings and suggested that the Commission return to a committee system to reduce the Commission's workload. Mr. Peter Warfield expressed his appreciation to Commissioner Bautista for requesting that the public be informed of the dates for proposed future Commission meetings.

Agenda Item #10 - ADJOURNMENT

MOTION: by Commissioner Bautista seconded by Commissioner Chin that the meeting be adjourned.

Public comment on Agenda Item #12 ADJOURNMENT

None offered

ACTION: AYE 4-0 (Bautista, Higueras, Swig, and Streets)

The meeting was adjourned at 7:49PM

Michael Housh, Commission Secretary 2/28/01

The number of members of the public who spoke anonymously at this meeting 2.

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Draft Minutes of the special Commission Meeting of January 18, 2001

Appendix A

The Public Comment Summary Statements included in these draft Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 2

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, January 18, 2001

Item 1:
Election of Commission 2001 Officers

> **"I want to give my congratulations and best wishes for the new officers."**

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, January 18, 2001

Item 2:
Approval of the November 16, 2000 Minutes

"The announcement at the beginning of this meeting was that you follow past practice, your own bylaws and Roberts Rules of Order. If so, you would not be approving minutes at a special meeting, because minutes are approved at regular meetings. This shows the rationale for the rule. I have not received the agenda by regular mail. These minutes are not attached to the agenda as distributed.

There are numerous grammatical anomalies. Appearing on page two, 'The An anonymous.' In the same sentence appears, 'was not favor to.' Appearing on page three, 'urged primacy been given.'

The Sunshine Ordinance requires drafts of minutes within ten working days and we are looking now at the minutes of November 16, 2000.

The last page accurately states, 'the anonymous member of the public urged that the commission study the failure of previous city librarian searches and have a clean and open process.'"

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, January 18, 2001

Item 4:
Supplemental Appropriation

"What stands out in this presentation is the statement that these proposals were not discussed at the January 2 meeting.

Why not? There was some media attention paid to that proposal and that press notice would have said very nearly $7 million was being proposed for Post Occupancy Evaluation projects. This is a fact the public should have the right to see.

One might think that this was a deliberate attempt to conceal the full extent of what is being proposed for the Main Library. This is being proposed as a supplemental to this years' budget, so this becomes the priority. This priority was not set by you, and there was no public discussion before that decision was made for you.

So the issues are: What is the priority? Who, with public input, should be making that decision?

Also, there is an item to replace damaged tabletops."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, January 18, 2001

Item 5:
City Librarian Search Committee Report

"You notice that Donna Marion mis-spoke herself slightly by saying that she was a member of the city librarian search committee. In a de facto way she is right. She participated in a subcommittee that met privately and appeared to do the actual work on this process of selecting a search firm. But the original charge of the committee to decide on a process had not been broached.

That subcommittee's report included a description of the questions that had been posed to the search firms. One question was, Are you comfortable with Mayor Brown being on record against an open process?

So we had a closed process with the subcommittee that has set further closed process as a criterion. We see the direct result when the representative of the search firm expresses his wish to conduct an illegal seriatim meeting with the commissioners.

The commission should take back this process."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, January 18, 2001

Item 6:
Branch Library Management Reorganization

"I note the reference to the term, 'public meeting with staff' – a wonderful oxymoron.

I hope everything we have heard is true. I am not expert in administrative or service issues, but what this looks like is taking people who work in the branches and moving them to the main. It also looks like taking the amount of supervision for the particular branches and spreading it ever thinner and making it ever more remote.

Is there another document somewhere that justifies this? The question becomes, How do you sell this politically? People want to feel that they are getting more service not less."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, January 18, 2001

Item 8:
New Business

"This issue has come up a number of times and it is problematic. The term 'special meeting' is both a functional title and in a slightly different way, a term of art within the open meetings law.

You have regular meetings regularly and any other meeting is a 'special meeting.' If you are going to have special meetings regularly that sets up a certain amount of discontinuity.

I don't recommend that you have twice monthly meetings. I think the better solution is to go a committee structure that takes some of the work load off the commission."

-/01

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DOCUMENTS DEPT.
FEB - 5 2001
SAN FRANCISCO
PUBLIC LIBRARY

DATE: Tuesday, February 6, 2001
TIME: 4:00PM
PLACE: Koret Auditorium, Main Library, lower level

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Darian W. Swig
Commissioners

Susan Hildreth
Acting City Librarian

Michael Housh
Commission Secretary

The meeting will be called to order

AGENDA: * **

1. APPROVAL OF THE NOVEMBER 16, 2000 MINUTES — ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the special Commission meeting of November 16, 2000.
Explanatory document: draft minutes

2. APPROVAL OF THE DECEMBER 5, 2000 MINUTES — ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of December 5, 2000.
Explanatory document: draft minutes

3. CITY LIBRARIAN'S REPORT by Acting City Librarian Susan Hildreth — DISCUSSION
(This a discussion item is to allow the City Librarian to report on recent Library activities and make announcements)
This report will consist of a report on Main Library repairs and improvements and a report on the American Library Association (ALA) Annual Meeting, June 2001.

4. SUPPLEMENTAL APPROPRIATION REQUEST — ACTION
Presentation of, discussion of and possible action to approve a request for Supplemental Appropriation to fund some Main Library improvements Identified in the Post Occupancy Evaluation Report.
Explanatory Document: draft Supplemental Appropriation Request.

5. BRANCH LIBRARY BOND PROGRAM UPDATE — DISCUSSION
Presentation of, and discussion of an update on Prop. A (2000) Branch Library Construction and Improvements Bond related activities.

6. BRANCH FACILITIES PLAN UPDATE — DISCUSSION
Presentation on and discussion of the Library's Branch Facilities plan, including an update on the plan and presentations on the draft universal building program and site selection for new branches.
Explanatory document: Draft San Francisco Public Library Branch Libraries Universal Building Program.

7. FRIENDS AND FOUNDATION REPORT DISCUSSION

(This item is to allow the Friends and Foundation of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

8. UNION REPORT DISCUSSION

(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

9. NEW BUSINESS DISCUSSION

(This item is to allow Commissioners to introduce new agenda items for future consideration.)

10. PUBLIC COMMENT DISCUSSION

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

11. ADJOURNMENT (requires motion and public comment) ACTION

*** Public comment will be taken before or during the Library Commission's consideration of each agenda item.**

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at http://sfpl.lib.ca.us/.
Michael Housh, Commission Secretary - 1/29/01

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

Michael Housh, Commission Secretary
1/9/01

San Francisco Public Library

January 30, 2001

TO: San Francisco Public Library Commissioners

FR: Susan Hildreth, Acting City Librarian SH

RE: Supplemental Appropriation Request

Attached is the supplemental appropriation request package that was discussed at the January 18th Commission meeting. At the Commission's direction, staff is working on alternatives to the tabletop replacement and the Grove Street entrance modification projects. Unfortunately, the alternative proposals are not yet completed and therefore not included in this package. The alternative proposals will be distributed during the February 6th meeting.

During the discussion and debate over the proposed supplemental appropriation, concerns were raised regarding the proposed use of Library Preservation Funds for maintenance, repair, and renovation of Library facilities. I want to take this opportunity to respond to those concerns.

The use of Library Preservation Funds for maintenance, repair, and renovation of Library facilities is allowed by Proposition E. Both the City Attorney and the City Controller have confirmed that the Library's use of these funds to maintain, repair, and renovate facilities is appropriate and consistent with the requirements of Proposition E. In addition, the Board of Supervisor's Finance Committee and the Board of Supervisors in enacting the City's annual budget have approved of the Library's use of Library Preservation Funds to maintain, repair, and renovate Library facilities.

On an annual basis since Fiscal Year (FY) 1998-99, the Library has included in its operating budget $250,000 for roof repair and replacement projects and $240,000 for deferred maintenance projects at Branch Libraries. In FY 1999-2000, the Board of Supervisors approved the Library's request for supplemental appropriation of $449,000 from the Library Preservation Fund to upgrade electrical systems in several Branch Libraries and to furnish and equip the recently relocated Ingleside Branch Library. Finally, the Board of Supervisors in enacting the FY 2000-01 budget authorized expenditures of $500,000 to continue electrical system upgrades at other Branch Libraries.

In regard to the supplemental appropriation request you are currently considering, the Library is proposing expenditures of $250,000 from higher than anticipated property tax revenue earmarked specifically for the Library per Proposition E. The $250,000 is a little less than half of the $509,000 the Controller has estimated the Library is due. The balance of funds to support the Library's request come from General Fund revenue mandated for Library use by Proposition E and revenue balances remaining in the Library Improvement Fund[1]. The Library proposes to spend $586,000 and $714,000 from these sources respectively.

In regard to concerns that the Library is not spending Library Preservation Fund revenue to increase the collection or to extend hours, the facts are as follows:

- Since Fiscal Year 1998-99, the portion of the book budget funded by Proposition E revenue has increased by $1.016 million – from approximately $3.485 million to $4.501 million. This equates to a 29.2 percent increase since FY 1998-99. As you know the Library is also proposing an additional $350,000 or 7.8 percent increase to the book budget for FY 2001-02. If approved, the Library will have increased the book budget by 39.2 percent over a three-year period. By any measure this is remarkable growth and expenditures for books is by far the fastest growing component of the Library's operating budget.

- The Library operates 27 Branch Libraries including the Main. These facilities are open a total of 1,172 hours per week – 144 hours more than Proposition E originally required. The proposition also required the Library to examine open hours through a public process every five years. As you know, the Library did this in the summer of 1999 and there was general public satisfaction with the number of hours libraries were open. In other words, there was not a public mandate to extend hours beyond the baseline established in 1995.

- Higher than anticipated Proposition E revenue in the current fiscal year – both the property tax set-aside and the General Fund component – represents a one-time windfall that should not be spent on permanent or ongoing costs. Using these funds for one-time maintenance and repair projects is appropriate and prudent.

As you consider the Library's request for supplemental appropriation please be assured that the proposed use of Library Preservation Funds to maintain, repair, or to renovate facilities is both an appropriate and prudent use of these funds. We look forward to discussing these issues with you in more detail during the February 6th meeting.

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[1] Fund established for the 1988 Proposition A Bond Program to construct the Main Library.

San Francisco Public Library

January 10, 2001

TO: Library Commissioners

FR: Susan Hildreth, Acting City Librarian
George Nichols, Finance Director

RE: FY 2000-01 SUPPLEMENTAL APPROPRIATION – MAIN LIBRARY POST OCCUPANCY EVALUATION REPORT (POE) PROJECTS

Attached for your consideration is a request for supplemental appropriation of $1,549,886 to implement several Main Library improvement projects recommended by the POE. This item is scheduled for discussion during the Commission's meeting on January 18, 2001. Approval by the Commission would authorize the Library to submit a funding request to the Mayor and the Board of Supervisors.

The projects proposed in this request will correct structural deficiencies, improve building functions and operations, and enhance public service in the Main Library. Several of the projects will mitigate conditions that do not meet fire, life, and safety standards. The Library has worked through internal staff committees and with representatives of the Bureau of Architecture, Department of Public Works to develop the plan and project cost estimates.

The Library proposes to fund these projects from higher than anticipated revenue in the current fiscal year that is set-aside specifically for Library use by Proposition E; and, from unappropriated revenue balances remaining in the Library Improvement Fund.

For the most part, these projects were not discussed in detail during the presentation on the post occupancy evaluation at the January 2, 2001 Commission meeting. Moreover, with the exception of the $50,000 requested for the signage consultant, the project costs in this request are not included in the $5.3 million cost discussed with the Commission during the January 2nd meeting. The projects included in this request are for the most part projects recommended in the POE that can be completed independent of other modifications that are more complicated to execute.

We look forward to discussing this request with the Library Commission during its January 18, 2001 meeting. Please call George Nichols at (415) 557-4248 if you have any questions prior to the Commission meeting.

FY 2000-01 SUPPLEMENTAL APPROPRIATION REQUEST
MAIN LIBRARY IMPROVEMENT PROJECTS

RECOMMENDED ACTION:

Approve the Public Library's request for supplemental appropriation of $1,549,886 from the Library Preservation Fund, the General Fund, and the Library Improvement Fund to make facility improvements to the Main Library. Proposed improvements are part of a series of improvements recommended by the Post Occupancy Evaluation (POE) Report on the Main Library. A description of the improvement projects included in this request is provided in Attachment A. The first group of projects would be bid as a single project managed by the Department of Public Works (DPW). The second group of projects would be managed by the Library.

The proposed projects will be funded by higher than anticipated revenue in the current fiscal year earmarked exclusively for Library use pursuant to Proposition E and by unappropriated balances remaining in the Library Improvement Fund. According to the Controller's revised revenue projections for the current fiscal year, Proposition E revenue will exceed budgeted revenue by $1.095 million – $508,694 from property tax dollars set-aside in the Library Preservation Fund and $586,000 from General Funds mandated for Library use. The Library Improvement Fund has an unappropriated revenue balance of approximately $4.3 million.

The Library proposes to spend $250,000 from unappropriated LPF revenue; $586,000 from unappropriated General Fund revenue mandated for Library use; and $713,886 from the Library Improvement Fund to support this plan.

BACKGROUND

Shortly after the Main Library opened at its current site at 100 Larkin Street, a Strategic Audit of the San Francisco Public Library was commissioned by the Mayor's Office. The audit was completed in April 1997. One of the recommendations coming out of the audit report was a recommendation that the Library conduct a post occupancy evaluation (POE) of the Main Library. As a result of this recommendation, the Library in the fall of 1998 issued a Request for Proposal (RFP) to conduct the POE and a consultant was selected. The POE, completed in January 1999 presented a plan that called for $28 million in improvements including $10.3 million for the renovation and use of Brooks Hall.

Given the architectural, programmatic, and logistical complexities of implementing many of the changes recommended by the POE and the uncertainty of funding, the Library has been engaged in an ongoing process of assessing and prioritizing projects suggested in the report. The specific projects included in this request are a result of that process and are projects that can be completed independent of other recommendations that are more complicated to execute. For example, recommendations regarding Brooks Hall; the relocation of Technical Services to open up space on the first floor for public use; renovation of the 2nd floor to facilitate way-finding, and suggested changes to the 3rd, 4th, and 5th floors are complex, inter-related, and expensive. Implementing these recommendations will require extensive public discussion and planning by the Library, other City Departments, and the community.

Working closely with library staff committees and with the Bureau of Architecture, Department of Public Works (BOA/DPW), the Library has identified a number of projects called out in the POE that can be completed independent of these considerations. When completed, these projects will correct significant structural and building system deficiencies, improve the building's functionality and operations, and enhance services provided to the public.

Cost estimates for the proposed projects were developed by BOA/DPW. BOA/DPW will serve as the project manager and will be responsible for developing project plans and specifications, managing the bid and award process, and contract administration.

ANALYSIS/REASONS FOR RECOMMENDATION

Since its opening in 1996, concerns regarding the design of the Main Library have been raised. These concerns have focused primarily on the adequacy of shelving to house the Library's collection, public access to the collection, and aspects of the building's design that negatively affect library operations and ultimately public service. These concerns were recognized in the Strategic Audit of the San Francisco Public Library (April 1997) through a recommendation that the Library conduct a post occupancy evaluation (POE) of the Main Library.

The POE was completed in January 1999 and the report included many recommendations designed to address the concerns regarding shelving, public access, and operations. The costs associated with implementing all of the report's recommendations totaled $28 million. Notwithstanding funding limitations and constraints, implementing many of the POE's recommendations will be a complex process requiring negotiation with the Mayor's Office, other City Departments, and the Board of Supervisors and much more public discussion and debate. As indicated the projects contained in this request are projects that can be easily executed at this time with funds earmarked exclusively for use by the Library.

FISCAL IMPLICATIONS

Proposed projects will be funded by unappropriated revenue set-aside exclusively for use by the Library pursuant to Proposition E and by unappropriated revenue balances in the Library Improvement Fund. The Controller's revised projections of Proposition E revenue indicate that current year receipts will exceed budgeted revenue by $1.095 million. In regard to the Library Improvement Fund, there is an unappropriated revenue balance of approximately $4.3 million. As with Proposition E revenue, these funds can only be spent on Library related projects. As such, this request will not impact the City's General Fund.

ATTACHMENT A

GROUP 1 PROJECTS

Project	Project Description/Justification	Est. Cost
1. Loading Dock	The loading dock services the Main Library as well as Brooks Hall. The existing dock and lift cannot accommodate the variety of delivery vehicles that use the dock. This results in potentially hazardous conditions as loads must be manually off-loaded from trucks and lifted onto the dock. This project involves the purchase and installation of a mechanical lift that can handle the various delivery vehicles.	$34,500
2. Seismic Joint	The seismic joint requires modification, redesign, and/or repair due to inadequate sealing. The Library experiences water intrusion around the entire Main Library perimeter footprint and at the curtain wall pre-cast joints during inclement weather and paving wash down activities. The project involves installation of new flashing to redirect water, or installation of a gutter system to catch water. The Library has replaced damaged mildewing gypsum board several times because of water intrusion, and will continue to do so until a permanent fix is designed and installed.	109,750
3. Fire Doors	This is a fire, life, safety issue. Fire doors located near the Grove Street entrance and in the gallery on the lower level are manually operated. These are two extremely heavy fire doors that have been taken off-line from the fire/life safety system because they currently close too swiftly, have damaged interior surfaces and could injure staff and patrons. This funding will allow the doors to be closed by motors rather than counterweights. The project involves purchase and installation of motors and control panels to operate the fire doors.	40,480
4. Public Address System	The existing public address (PA) system is inadequate and needs upgrading. It does not cover non-public work areas on all floors including the lower level of the Main and Brooks Hall. This places staff working in those areas at risk in the event of an emergency. The project involves upgrading the PA system and extending the system into non-public work areas in the Main and in Brooks Hall.	95,000
5. Audio-Visual Systems	The POE found deficiencies with the existing AV systems in the Koret and other public meeting rooms. The use of the Koret and other public meeting rooms in the Library has exceeded initial expectations and capacity of the Library. These rooms have become a significant resource for community group meetings, City Agency meetings, private events, and varied public programming. The existing AV system does not adequately meet the diversity of programming that now occurs. This project involves the purchase and installation of AV equipment capable of	57,000

ATTACHMENT A

	handling the diversity of programming that occurs at the Library. Equipment purchase and installation will be done in accordance with recommendations of an A/V design consultant.	
6. Elevators	Elevator #7 serves the lower level, 1st and 2nd floors. It's motor often overheats during heavy use. This project would fund an oil cooler to prevent this problem from occurring. It would also fund refinishing of the all elevator interiors to a brushed finish to reduce vandalism and the cost of annual refinishing. Existing public elevator doors and cabs are covered with a mirror-like metal finish. Although attractive they are difficult and costly to maintain. The doors and cabs are subject to damage from normal use as well as from graffiti scratched or etched into the panels. The project involves refinishing the door and cab surfaces, converting them from their current highly reflective and mirror-like finish to a burnished scratch resistant surface.	49,433
7. Hyde Street Door	This project involves reconfiguring the staff entry on Hyde Street. The existing door is set-back from the sidewalk creating a small alcove. During hours the Library is closed, the alcove is used as a urinal by people on the streets. This significantly increases maintenance of the area and is a major health concern for staff entering and leaving the building through this door. The project involves purchase and installation of a rolling gate that will cover the alcove during the hours the Library is closed and setting the existing doors back to accommodate the rolling gate.	17,180
8. Exterior Granite and Lighting Repairs	Various granite pavers surrounding the building are broken and need to be replaced. Bollard lighting fixtures will provide needed evening illumination of the ramps and walkways on the Fulton and Larkin sides of the building.	64,600
9. Misc. Wall Repairs	Several of the walls and columns with encaustic finishes have been damaged and need to be restored. Patrons using reader chairs near the north and west windows on floors 3, 4 and 5 are constantly damaging the sheet rock since there is not much extra space between the back of the chair and the wall. Project involves repair of sheet rock and Installation of chair railings to prevent future damage.	11,600
10. 6th Floor Public Storage/Locker Replacement	Existing lockers on the 6th floor would be replaced with a recessed display case that would include a tackable back surface and adjustable shelves. The lockers are virtually unused and the display case would enhance exhibits that are staged on the 6th floor. The project involves design, construction, and installation of the display case.	6,042
11. Grove Street Entrance Display Case	This project involves the installation of display cases in the Grove Street entryway. Display cases will replace benches that are currently there. Grove Street is a major entry point	14,850

	into the building and the display cases would provide a convenient and effective source of information regarding programs, exhibits, and public service announcements.	
SUBTOTAL CONSTRUCTION		**$500,435**
Design Contingency	10%	50,044
General Conditions	10%	50,044
Contractor's Overhead and Profit	15%	90,078
TOTAL EST. CONSTRUCTION BID		**$690,601**
Construction Contingency		103,590
TOTAL CONSTRUCTION		**$794,191**
Project Management, design, consultants, construction documents, permits, and management	35%	277,967
TOTAL PROJECT COST		**$1,072,158**

GROUP 2 PROJECTS

1. Replace damaged table tops	Tabletops in the public areas are heavily used and have been damaged through normal use and through deliberate acts of vandalism. Existing tabletops are constructed of wood. Although attractive they are difficult to maintain and unsightly when damaged. This project involves installing plastic laminate over existing wood tops for 60 tables. Laminate surfaces are easier to maintain and easier to repair when damaged. Project will be completed by the Bureau of Building Repair (BBR)/DPW.	$30,000
2. Door Stop Fabrication and Installation	Many of the doorstops used at glass doors are broken. A new type of doorstop has been tested by DPW and the Library that has proven to be effective in stopping these heavy glass doors from hitting walls/furniture. Project will be completed with the assistance of the Bureau of Building Repair/DPW. All glass door locations will be equipped with these doorstops.	6,825
3. Signage Consultant	A major finding of the POE was the inadequacy of signage in the Library. The report found that inadequate signage reduces operational efficiency by creating an over-reliance on staff by the public for basic directions and poses a barrier to the public's access to materials and services. The POE specifically noted that signage is not visible in the line of travel, stack signage is deficient, and that directional signs	50,000

	are not clear. The POE recommended that a signage consultant with a background in way-finding design for public facilities like the library be hired to develop a signage system that will mitigate existing problems and after the initial signs are done, can be replicated at a low-cost. This project provides funds to develop an RFP for consulting services and funds to pay for the consultant once selected.	
4. Audio/Visual Systems Design	Project involves hiring an A/V consultant to assess and design an appropriate system.	20,000
5. Radio Repeater System	This is a fire, life, safety issue. There are numerous "dead" areas in the building where radio signals and communication cannot take place. Radio signals cannot be picked up in Brooks Hall. Because of these "dead" areas, Library personnel, private contractors, and emergency personnel working in these areas cannot communicate via radio and this places them at risk in emergency situations. The portable radio repeater system will allow for radio transmission in all areas of the main library and in Brooks Hall. Transmitting devices will be wired and installed which will provide needed radio signaling necessary for normal operations and for emergencies. The Library will work with DTIS to complete this project.	230,000
TOTAL, OTHER PROJECTS		**$336,825**
PROJECT RESERVE		$140,903
TOTAL COSTS		**$1,549,886**

SOURCES	
Library Preservation Fund (Proposition E)	**$250,000**
General Fund (Proposition E Mandated Contribution)	**$586,000**
Library Improvement Fund	**$713,886**

Draft

San Francisco Public Library

Branch Libraries

Universal Building Program

Developed by the
Branch Facility Planning Committee and
Dallas Young Shaffer, Library Consultant
January 2001

Table of Contents

Item	Page
Purpose	3
Planning Process	3
General Design Considerations	4
Description of Spaces	
1. Public Entrance and Lobby	6
2. Circulation	9
3. Staff Workroom	13
4. Reference/Information	16
5. General Collections	19
6. General Seating	22
7. Computer Workstations	24
8. Young Adult Area	26
9. Children's Area	28
10. Special Use Areas	31
11. Program/Meeting Room	33
12. Public Restrooms	35
13. Staff Break Room	37
14. Other Non-Public Areas	38
15. Parking, Staff & Delivery Entrance, Landscaping	40

Purpose

The San Francisco Public Library Branch Libraries Universal Building Program has been developed to assist architects and library staff in understanding the functional and operational space needs of the San Francisco Public Library Branch Libraries. It is designed to be used in conjunction with Branch Library Design Guidelines developed by the San Francisco Department of Public Works Bureau of Architecture. These documents are components of the overall plan for implementing Measure A, to renovate branches, replace rental facilities and add one new branch, which was approved by the voters in November 2000.

The San Francisco Public Library recognizes that the Universal Building Program will need to be adapted and modified to meet the conditions in each individual branch and as circumstances change and the projects evolve. Each facility will reflect and be responsive to that community's needs. In addition, in existing facilities, building size and configuration, seismic work needed, and accessibility issues will all be factors in the planning.

A community outreach effort will be developed for each branch project and appropriate information on the community and the condition of the current facility will be used to develop specific recommendations for that branch.

Planning Process

The Branch Facility Planning Committee has developed the Universal Building Program with the assistance of library consultant Dallas Young Shaffer. The staff committee sought suggestions, ideas and recommendations from the entire San Francisco Public Library staff. Staff workshops attended by about 160 staff members were held October 26 and 27. In addition, committee activities have been posted on the Library's intranet and staff has been invited to comment throughout the process. Members of the staff, including some committee members visited a number of innovative branch library facilities in San Jose, Portland, Oregon and Richmond, British Columbia to research new trends and approaches to providing service.

The committee members are:

Jorge Alfaro, Architect, Bureau of Architecture, Department of Public Works
Toni Bernardi, Chief of Children's and Youth Services
Robin Burgstahler, Project Manager, Operations and Maintenance
Donna Corbeil, Chief of Branches
Gloria Hanson, Mission Cluster Manager
Susan Hildreth, Acting City Librarian
Mark Hall, Glen Park Branch Manager
Ruth Maginnis, Richmond Branch Children's Services Manager
Vivian Pisano, Chief of Automation and Technical Services
Betty Williams, Library Technical Assistant, Visitacion Valley Branch

General Design Considerations

1. Each branch should create a warm, welcoming environment that reflects the neighborhood in which it is located.

2. Branches should be designed to maximize accessibility for all library users to the facility and library services.

3. The interior layout should remain as flexible as possible since service needs and collection formats change.

4. A single public entrance to each branch is strongly preferred in order to operate the branch efficiently.

5. Whenever possible public services should be located on one floor for the convenience of library users and to maximize the use of the staff and minimize operating costs.

6. To assist library users in identifying quickly and easily where to go for assistance, to maximize space for the public, and to free staff to assist users, there will be as few services points or desks as is consistent with good service. The exact number will be related to the size and configuration of each branch.

7. The balance among collections, computers to access information, and reader seats needs to be considered carefully to enable the library to meet the library users' needs.

8. Collections will be organized to most efficiently use the limited space available. Collection housing strategies may include interfiling all non-fiction in some branches.

9. Display and promotion of library materials to increase the public's awareness of the library's resources will be integral to the layout of the branches. This means that display opportunities should be considered in the initial stages of the design work.

10. Public computer workstations will be distributed throughout the branches and a cluster will be near the service desks to enable staff to easily assist and instruct users.

11. There is a need to create quiet or silent areas in the libraries as well as areas where more noise is acceptable.

12. Due to space limitations, library programming and meeting spaces will be used for multiple purposes. Possible uses include library programs, public meetings, silent study, training, computer labs, homework centers, and tutoring.

13. In buildings without a separate room for program space, the design should include a flexible layout to create an area where programming can take place. This area would include no shelving, movable furniture and less traffic flow.

14. Streamlining materials handling by the use of presorting returns by library users, express checkout equipment, and other technologies will provide library users with faster service and more privacy as well as enable staff to provide more direct public service and reduce repetitive task injuries.

15. Staff needs adequate workspace in non-public areas to operate efficiently.

16. The development of a uniform, flexible, easily updated signage system for all the branches is a high priority. Planning for the signage system should begin early in the design process of the first projects.

17. Public art may be incorporated in the projects; if included, it should be considered early in the design process to integrate it into the building design and layout.

18. Adequate storage for library and other building supplies and equipment is essential for maintaining an attractive and uncluttered branch appearance.

19. Safety and security of library users, the staff and the facility should be a primary consideration. Safety and security measures include:
    - the entire building protected by a building security system
    - safety in approaching and leaving the facility
    - an electronic key card access system
    - lighting and other controls need to be located so that staff can close down the library from a single point and exit safely
    - a public address system
    - sight lines within the facilities so that all public areas are visible to staff either directly or through technology when layout alone is not adequate
    - the ability to monitor the use of restrooms
    - fencing the perimeter of the library property if needed

20. The locations for interior trash and recycling containers need to be specified in the branch design plans. The containers should be large, well marked, and consistent with the interior design of the branch.

21. Incorporating permanent art into the design of the building is highly recommended. The art should not consume useable space and needs to be appealing over a long period of time.

22. The walls should be of a tackable surface and incorporate picture rails or similar system for art displays and presentations. The lighting should be designed to enhance the viewing of the art.

Description of Spaces

Each section contains a function statement, required adjacencies, a discussion of design issues and a listing of components and furnishings each may include. The ability to meet the universal building program specifications will vary depending upon branch size and configuration. The new facilities will be most able to meet these guidelines.

1. Public Entrance and Lobby

1.1 Function

The single public entrance to the library should be easily visible, well-lighted and welcoming, setting the tone for the library. The design should be such that the layout of the library clearly unfolds upon entry. The lobby should be of sufficient size to allow access to the library, program/meeting room and restrooms, if possible. It will also house community notices and distribution items. It should be designed so that the program/meeting room, restrooms, drinking fountain and public telephone, if desired, are accessible when the rest of the library is closed.

1.2 Adjacencies

Circulation Area
Information Desk
Program/Meeting Room
Restrooms

1.3 Design Issues

The entrance should be as close as possible to the arrival point of pedestrians from the public sidewalk, bus stop, and any parking area.

If possible, the lobby should be designed so that the public can have access to the program/meeting room and restrooms even when the library is closed.

People must be able to exit the library and lobby doors even when they are locked to prevent additional people from entering.

An open/closed sign should be visible from the street.

A library hours sign, visible from outside the library, should be at the entrance. A library hours sign should also be visible from the street. All hours signs should be well-lighted and easily altered to reflect changes in open hours.

The lobby should act as an environmental buffer, minimizing potential drafts from frequently opened doors and glare from lobby windows.

Entry doors should have accessible hardware to insure ease of access for the disabled.

A double door to allow simultaneous entrance and exit is a desirable at large branch.

The lobby, including restroom access, should be in line of sight from the circulation or information desk. If it is not clearly visible, an alternative method should be used to monitor the area.

The lobby may contain a bench for those waiting for transportation.

Distribution and posting of community information will be limited to the lobby area. This area should contain slot wall with various sizes of acrylic holders for posted and distribution items. Brochures, flyers and posters up to 11" x 17" can be accommodated in this manner. Built in adjustable bins for distribution of larger items are also needed. There should be a minimum of 50 sq. ft. of slot wall with bins. A community bulletin board may also be needed.

Security systems for library materials with the ability to count the number of people entering the library will be installed in all branches.

Entrances should have area drains for easy cleaning.

1.4 Components and Furnishings

1.41 Exterior Area

Lockable exterior book return slots sheltered from the rain should be located near the entrance. The book drop should have separate slots for media, adult and children's books set at appropriate levels for disabled persons and children, which empty into a fireproof book drop room adjacent to the workroom. At least one slot should be appropriately sized to handle Sunday papers and other large items. There should be a nearby shelf to rest items while using the book drops.

A bike rack, also sheltered, should also be located nearby and visible from within the library if possible.

A trash container should be placed outside the entry. It should be of good quality, easily maintained, and attached to the ground or building. The trash container should have a covered top to screen the contents.

The exterior design should discourage skateboarding.

1.42 Lobby

The floor covering should include recessed walk off mats with an area drain underneath.

An area or system designed for community information and giveaway materials is highly desirable.

Include drinking fountains at code-required levels.

A book theft security system is required at all locations.

2. Circulation Area

2.1 Function

The circulation desk area is one of the busiest areas of the library where library users register for cards, pick up holds (reserved items), pay fines, check out materials and ask questions. Careful attention must be given to library materials work flow and human traffic patterns.

The building will be designed to incorporate one or more self-checkout stations.

The circulation desk is the central point for visual control of the entrance, lobby and service areas.

Handling of most returned items will be in the workroom to remove clutter and confusion from the circulation desk area. Therefore the interior book drop, divided into three slots, media, adult, children's located at appropriate heights for the disabled, should be prior to reaching the service desk, either in the lobby or upon entering the main room. Ideally the returned items would enter the same book drop room as those returned outside the building.

It is recommended that the library design and mockup model desk components for circulation and information desks. The desks should be designed with line staff assistance and tested by staff and ergonomically evaluated. The same desk components can be used in various configurations in most or all branches.

2.2 Adjacencies

Primary:
    Workroom
    Lobby
    Information desk
Secondary
    Children's Area (should have primary adjacency and visual supervision from
        either the Circulation or the Information desk)
    Media Collection

    Photocopier Alcove (needs to have primary adjacency and visual supervision from
        either the Circulation or the Information desk)
    Public Restrooms (needs to have primary adjacency and visual supervision from
        either the Circulation or the Information desk)

2.3 Design Issues

The function and location of the circulation desk needs to be obvious to library users upon entering the library.

There must be adequate space for library users to queue for service at the desk and express checkout machines and for people passing moving through the area.

Acoustical treatment to minimize noise is necessary.

The express checkout equipment should be placed so that it is more convenient to use than the service desk. It should also be easily accessible by staff so they can demonstrate how to use the equipment.

A materials security system will be installed. Space and wiring for security system gates need to be located so that all persons leaving the library public areas must pass through them and a circulation staff member can quickly and easily intercept library users who have set off the alarm.

The protection of patron confidentiality needs to be considered in the design process for the circulation area.

Adequate shelving to house holds (reserved items) should be place either behind the desk or adjacent to it for self-service. The specific amount of shelving must be decided on a branch-by-branch basis and allow for growth. A common problem in libraries is inadequate space to hold reserved items.

A two level work surface (counter or table) for library users to fill out library card applications is needed in the circulation area.

Display and distribution points for library information such as posters, bookmarks, flyers, etc. should be included in the layout of the library. Library information should be displayed and distributed in the library proper rather than the lobby area. A system wide standardization of specialized, high quality dispensers should be made so that replacement and additional holders will be available as needed. To be avoided: miscellaneous handouts and containers on service desks, shelving units and tables.

Branch libraries receive a multitude of donated books and magazines, often in grocery bags or cartons. Seldom do libraries have a designated spot to receive them incorporated in the design so they accumulate in an unsightly pile outside the doors, in entrances or by the circulation desk. A solution for receiving donations that does not detract from the design and function of the branch needs to be developed.

2.31 Desk

The desk should be designed as a user-friendly space shared by staff and library users, incorporating equipment that makes the best use of space and meets the ergonomic needs of the staff. The desk width should be adequate to house equipment, but not so wide that it appears to be a barrier between the staff and the public.

Staff needs to be able to move easily out from behind the desk to help library users; it is highly desirable to be able to do so from both ends.

The desk should be designed with staff safety in mind, providing a clear demarcation between public and staff areas.

A line of sight between the staff members at the circulation and information desks is essential.

In some branches a desk that combines circulation and other services should be seriously considered to best maximize public space and best utilize staff.

The service desk should be planned with library staff so that space for all necessary required equipment such as computers, telephones, and files is provided.

The desk needs to contain a lower section for children and disabled persons. It may also have a purse rail and toe kick setback on the public side.

The desk needs to be designed to take advantage of the state of the art technology and ergonomic standards with staff able to either sit or stand, and should provide plenty of leg and knee room and places to store frequently used materials.

Rolling file cabinets that fit under the desk should be considered. Breadboards that can be pulled out from the desk can be used to hold frequently needed information such as telephone numbers.

A 150 square foot allowance for each circulation workstation includes enough space to incorporate the holds shelving behind the circulation desk. If the holds shelves are self-service in the public area, 100 square feet is adequate.

The cash register should be located within easy reach of all workstations.

From the circulation desk there should be line of sight control to all the areas listed in the adjacencies section except into the workroom. A call button at the circulation desk should be installed to notify staff in the workroom when help is needed at the desk.

The circulation desk surfaces should be clear and uncluttered. The backs of computers should be screened from the public, a possibly for incorporating public art. Desks may incorporate housing for the distribution of library handouts.

The design should allow for the ease of movement between the circulation desk and the workroom for staff and book trucks. Book trucks may also be stationed at the circulation desk.

All thresholds in the building should be level with the floor covering for ease of moving book trucks and safety of the public and staff.

The area behind the circulation and information desks should have recessed anti-fatigue mats to relieve strain from standing.

2.4 Components and Furnishings

Express checkout units, 1 to 3, depending upon branch size and circulation
Service desk with standing and sitting heights, 1-2 stations depending upon size and on number of express checkout stations
Two level work surface for library users to fill out library card applications
Computer screens should have fingertip adjustability to accommodate staff of different heights and swivel so library users can see the screen when necessary
Compact equipment is required to reduce the width of the desk and distance between staff and patron
Keypads should be ergonomic and height adjustable
Grocery store style built in scanners should be considered
Cash register
Telephone at each station with intercom capacity (all staff telephones in the facility)
Adjustable height chairs/stools
84" shelving for reserved items
Clock
System for display/distribution of library brochures and other information
Recessed anti-fatigue mat behind circulation desk
Waste and recycling receptacles
The following controls:
    call button to summon additional staff from the workroom
    emergency call button to security
First aid kit, portable
Foot rest
Wall calendar

3. Staff Workroom

3.1 Function

This space contains the behind-the-scenes work area for all branch library staff except the Branch Manager. It may be broken into more than one space if branch configuration so dictates. It should be organized by function; including the check-in and sorting of returned items, staff workspaces and delivery. This area is almost always undersized in public libraries, seriously hampering the efficiency of library operations.

Care in design of the workroom is very important. Time needs to be spent in understanding the multiple functions that staff undertake and the volume and traffic flow of library materials and staff members. One of the goals is to minimize the number of times individual items are handled. Some of the functions are:

- Checking in and sorting of returned library materials for reshelving
- Receiving and sending library materials and other items to other libraries
- Planning public programs and preparing program materials
- Preparing staff work schedules
- Staff meetings
- Communicating plans and information among staff
- Training staff members
- Repairing books
- Sorting donations
- Cash accounting

Incoming calls may be answered from this area and staff should be able to see whether additional help is needed at the circulation desk. Each staff member needs an individual space for storing work related materials, although he or she may share a workstation.

It is recommended that a modular workstation for checking and sorting materials should be developed for the system.

3.2 Adjacencies

Primary:
- Circulation and information desks
- Exterior and interior book returns
- Delivery area/loading dock

Secondary:
- Branch Manager's office
- Staff break room and restroom

3.3 Design Issues

Ergonomic issues related to repetitive tasks and movement of materials should be taken into consideration. Adjustable height work surfaces and seating are needed throughout the workroom.

Acoustical buffering is required in the workroom because of the multiplicity of activities and number of people potentially using the space concurrently.

There should be operable, screened windows in the staff areas.

The check-in/sorting area needs to be integrated into the workroom traffic flow and adjacent to the book returns. This area needs an adjustable height counter housing computers for checking in the materials and shelves within easy reach upon which to place the checked in materials by category. Space needs to be adequate to allow the movement of return book bins, delivery bins and book trucks.

The sorting shelves should be standard 84" library shelving, rather than storage shelving so that items will not be shelved two rows deep. Each shelving section can accommodate 7 shelves.

Moving materials from the fire-rated book return room and interior book drop (if separate) should be carefully designed. The use of cutting edge technology is important in this area. If bins are used, the weight and size of the receiving bins, their ease of rolling, the mechanism to raise the books as the bins are unloaded, are all-important.

An area for donated book receiving, sorting and storage is needed.

An area for storage of lost and found items is also needed

Each full-time staff member requires a dedicated workstation. Rolling file cabinets, shelving and space for a book truck should be included. Part-time staff members may share a workstation.

Workstations could include drawers and pull out breadboards to increase their flexibility.

Each staff workstation will be wired for electrical, telephone and data transmission.

Task lighting may be used at workstations.

A staff communications center including a large bulletin board and slot wall for clipboards and acrylic distribution bins should be next to mail slots for each staff member. There should also be a shelf to hold system manuals and notebooks.

Master light controls should be placed near staff entrance door so that staff can turn on and off the lights as they enter and depart.

The delivery area should be carefully designed to be adjacent, but not in the middle of the work area. Attention to the height and depth of the bin holding area is very important for both branch and delivery staff work.

Space for recycling bins should be allocated.

Workroom clutter should not be visible to the public.

It is desirable that the Branch Manager's office be located next to the staff workroom with a connecting door and windows. The office needs to be a separate enclosed room with blinds to provide privacy when needed.

3.4 Components and Furnishings

Office systems furniture for workstations, large enough to accommodate book trucks, the number depending on branch size
Computers for each workstation
Networked staff printer
Telephones, scanner/fax, photocopier and TTD
Checkin/sorting stations
Shelving, 84" for sorting
Book trucks
Worktable
Clock
Safe large enough to hold cash register drawer
File cabinets
Supply cabinet
Communications center with mail slots for each staff member
Bulletin board
Mail and delivery sorting area counter and bin storage
Sink and counter
First aid kit, portable
Waste and recycling receptacles
Shredder
Typewriter
Branch Manager's Office
    Desk and computer space
    Desk chair
    Visitor chairs
    File cabinet
    Bookshelf

4. Reference Area

4.1 Function

This is a key area of the library where librarians assist library users of all ages in finding information in the materials collection and through electronic access. This area includes the reference/information desk, reference materials, a cluster of personal computers for the public. Ideally the staff at this desk will have line of sight into all the public areas of the library.

It is recommended that uniform information desk components be designed, purchased or built, tested by staff, and adopted for all branches where it is practical. Individualization can come from finishes, layout, and component units selected. The public should be able to distinguish between the circulation and information desks/functions through design.

4.2 Adjacencies

Primary:
  Entrance
  Staff workroom
  Circulation Desk
  Children's Area (needs to have primary adjacency and visual supervision from either the Circulation or the Information desk)
  Reference Materials
  Public Computers
Secondary:
  Young Adult Collection
  General Adult Collection
  Photocopy Alcove (needs to have primary adjacency and visual supervision from either the Circulation or the Information desk)
  Public Restrooms (needs to have primary adjacency and visual supervision from either the Circulation or the Information desk)

4.3 Design Issues

This service desk should be visible to library users entering the library. Line of sight to all public areas of the library is important. It is especially important that staff at this desk can have eye contact with the circulation desk staff.

In some branches a desk that combines circulation and other services should be seriously considered to best maximize public space and best utilize staff.

Approach to the information desk should be unobstructed with plenty of space around the front and sides allowing for free movement of library users needing assistance and those moving through the area.

One or two low sections of shelving may be placed behind the service desk for ready reference materials.

Housing at least a portion of the general reference collection on low double-faced shelving with canopy tops to provide an area to consult reference books and atlases and to improve visibility is recommended.

A cluster of computers for public access to the catalog, databases, and the Internet should be placed near the information desk.

Other computers will be distributed throughout the building, the exact number to be specified in the individual programs.

4.31 Desk

The desk should be at counter level with a lower area for children and adults requiring a seat. The goal is to have library users and staff at the same physical level. Suitable chairs for staff should be provided for both the counter and lower level areas. The public side may be slightly higher than the staff side with a lip along the top to rest materials or take notes.

The protection of patron confidentiality needs to be considered in the design process for the information desk.

The desk design and seating needs to meet ergonomic standards, have a clean appearance, and provide drawers and other out of view storage areas.

It is important that the desk does not serve as a barrier to service. The desk depth should be the minimum needed to provide working space and staff safety, and staff should be able to exit from either side. Consideration should be given to moveable desks.

The desk should have one or two workstations depending upon size of branch and number of service desks. Each workstation should have a monitor with swiveling ability so library users can view the screen, and full access to all electronic resources. Bar code scanners should be included. A printer may be shared. The backs of the computers should be screened similarly to those on the circulation desk.

Each station should also have a telephone and the desk should have a direct call button to security and the circulation workroom.

4.4 Components and Furnishings

Information desk at dual heights
Adjustable height chairs/stools
One or two workstations depending upon branch size, each with a computer monitor and telephone, shared printer, under counter file cabinets
Space behind the information desk for book trucks
Some reference shelving at 48" with canopy tops
Pamphlet files, 5 drawer legal, number varies by branch size
Atlas stand/shelving
Dictionary stand to go on top of low shelving unit
Waste and recycling bins at desk and in public areas
Computers on systems furniture with a mix of standing and sitting height surfaces
Networked printers
The following controls:
    call button to summon additional staff from the workroom
    emergency call button to security

5. General Collections

5.1 Function

The adult fiction collection, adult or interfiled adult and children's non-fiction collection, new books, large type books, materials in other languages, magazines, newspapers, and the audiovisual collection are covered in this section.

One of the goals of the San Francisco Public Library is to display and promote the collections so that library users will find it a pleasure to browse in the library. The interior design of the building should take this into consideration. Materials and literature display spaces should be incorporated throughout the branch design, utilizing end panels, shelf ends and free shelves throughout the shelving areas.

The shelving plan needs to allow for flexibility since the size of individual segments of the collection may change depending upon community needs and the development of new formats.

5.2 Adjacencies

Circulation Desk
Information desk

5.3 Design Issues

A mix of 48" and 66" and 84" should be utilized to enhance visibility and openness. Shelving calculations are based on each shelf being no more than two-thirds full to allow for display and growth. For 48" shelving, 3 shelves are planned; for 66" shelving, 4 shelves are planned; for 84" shelving, the fiction area will have 7 shelves and the non-fiction 6 shelves per section.

Shelving manufacturer, heights, shelf widths and colors should be standardized throughout the system as much as possible to maximize flexibility.

Shelving must be seismically braced in accordance with current seismic standards.

Slotwall or other end panels, which hold signs, booklists and book displays, are desired.

The development of a uniform, flexible, easily updated system wide branch signage system including end panel signs is a high priority. Planning for the signage system should begin early in the design process of the first projects.

Shelving should be arranged to preserve visual supervision of the library and the collection layout should be as logical as possible.

Aisles must be at least 36” wide with a 44” turning radius; ranges composed of three-foot sections should allow for the efficient arrangement of the collections and movement of people. Runs should not be longer that 15’ unless it improves the branch design or the logic of the materials collection layout.

Shelving ranges should allow for access from both ends, not dead end against walls.

Canopy tops will be used where the height of the shelving will allow for display or consulting materials on top of the shelves.

New books and media collections should be near the circulation desk for ease of reshelving and monitoring.

Adult and juvenile non-fiction may be interfiled, so shelving should not exceed 84” in height, with minimal use of the top and bottom shelves whenever possible.

Shelving and display needs for materials in other languages, fiction genres such as mysteries and science fiction, adult new readers and other specific collections need to be specified for each branch.

New book shelving should be located in a highly visible browsing area, which will accommodate a number of people simultaneously.

Media such as CD’s, videos, books on tape, CD-ROM’s, as well as paperbacks should be housed on specialty shelves within the standard shelving sections to visually simplify the library, provide for flexibility, and maintain an uncluttered appearance.

The large print collection should be housed on 66” shelving without utilizing the bottom shelf. Seating from which it is easy to arise should be placed before the large print collection. This collection should be conveniently located for older library users.

Magazines and newspapers must be housed in accordance with ADA requirements.

Magazines and newspapers should be displayed face out on hinged, sloping periodical shelving units with room for back issue storage behind each section.

Shelves displaying newspapers should have a top-hinged acrylic sheet or bar to hold them in place.

Back issue retention will be limited. Electronic access will replace most physical collections of back issues.

Young Adult and Children’s magazines will be housed with the age-level book collections.

Stand up height computers for catalog access should be located strategically throughout the collections, perhaps at stack ends.

Stack lighting must meet library lighting standards and may require lights attached to the 84” shelving.

5.4 Components and Furnishings

Single and double-faced shelving units, 84” and 66” and 48”
Stand up height computers for catalog access
Safety stools for reaching higher materials.
Stack lighting

6. General Seating

6.1 Function

The library provides a variety of seating choices including tables, carrels and comfortable chairs. A warm, living room atmosphere near the magazines and newspapers is desired with natural light and a view, if possible. Small and moderately sized study rooms and a silent area will be included as space allows. Individuals will be able to plug in their laptops in many seating areas.

6.2 Adjacencies

Seating is distributed throughout the library.

6.3 Design Issues

Seating needs are also addressed in the Young Adult and Children's sections of the building program.

The standardization of as many seating and table elements as possible for use throughout the branch system will increase flexibility and simplify planning. Finishes will be appropriate to individual branch style.

Tables should be two or four-person rather than six-person to discourage congregating. Square or rectangular tables are required except for the children's area.

Consideration should be given to individual space demarcations on tables such as inlayed strips or 2"-3" high dividers.

Single or double person tables/carrels should not have high sides and/or backs that block visibility.

Flexibility in use of the tables and access to power and data lines needs to be addressed in planning the facility. All tables should have the ability to be wired for power and data lines.

Table chairs should be sturdy, and comfortable with contoured seats and backs.

Comfortable chairs should be selected with durability in mind. If upholstered, fabrics should be of a non-porous fabric such as leatherette or Naugahyde and the arms should have wooden caps.

Seating should take the needs of seniors into account; fairly high, firm seats and arms to assist in sitting down and rising.

Task lighting may be considered, but durability, maintenance, long-term attractiveness, and energy efficiency need to be carefully considered.

Seating with low arms to assist in rising should be considered in the large print area.

6.4 Components and Furnishings

Four-place tables
One or two place tables or carrels
Comfortable chairs
Two-person study rooms
Four-person group study room
Silent study room
Task lighting if needed

7. Computer Workstations

7.1 Function

Computer workstations will be used by library users of all ages for a wide variety of functions including locating materials in the library's catalog, searching for information in magazine indexes and other databases, accessing the Internet and other applications. At least one computer in each facility will include assistive devices for the visually and physically disabled.

7.2 Adjacencies

Computer workstations need to be located throughout the library with a cluster for information searching and training located near the Information desk. Staff should have sight lines to as many computer workstations as possible to be aware when users need assistance.

7.3 Design Issues

The library facilities need to have power and data access points throughout the library to allow the maximum flexibility in the placement and relocation of computer workstations as need dictates.

Wireless systems may be incorporated into the facilities.

Particular attention needs to be paid to handling the connections between the equipment and the power and data sources to insure that wiring is enclosed in raceways or by other means, both for safety and aesthetics.

A system that allows all computers to be turned off and on at a central location in each facility is desired.

The computers should be housed on furniture appropriate for computers, which includes a wire management system. It should allow for some privacy, but also allow staff to be aware of people needing assistance and to provide visual supervision.

The computer workstations should be designed to allow room for the user's papers and other items as well as the computer itself.

A mix of computer workstations will be required in each branch; some will be at standing height, some for seated use. Some of the sit down computers should allow enough space for 2 people to work together. Headphones will be used for some computer activities.

Space saving technology should be utilized throughout the branch.

The privacy of those using the computers should be taken into consideration in deciding the location of the computers in relation to the traffic patterns in the library.

If computer rooms are included, it is desirable that they be designed and located so that visual supervision can be provided from the circulation or information desk.

Printers should be networked to serve several computers.

Furniture to house computers should be standardized as much as possible throughout the system.

7.4 Components and Furnishings

Computer workstations at standing and sitting heights
Chairs
Networked printers

8. Young Adult Area

8.1 Function

The Young Adult Area is an informal, comfortable, attractive area for teenagers where they can find materials of a personal, information and recreation nature, and which they identify as their own. The area should have a sense of privacy but be easily monitored.

8.2 Adjacencies

Reference area
Study area/computer room
Listening/viewing area
Periodicals area

8.3 Design Issues

The area should have a distinct visual identity.

Ideally, the access route to the young adult area should pass the information desk so that young adults can be greeted and acknowledged.

The area should be visually supervised from the information desk.

Sound buffering of the area is required.

Ideally, this area should not be located adjacent to the children's area or the quieter areas of the library.

The collection will include paperbacks, hardbacks, graphic novels (oversize), magazines, and audiovisual materials. Some of the materials will be housed on face out shelving.

The design needs to incorporate space for displays and an area for distributing brochures and other information of interest to teenagers.

Seating should be both informal and formal, with either comfortable chairs or space to sit on the floor as well as a table.

Some computer workstations should be located in or adjacent to the teen area.

8.4 Components and Furnishings

Shelving, including face out units
Bulletin board or tackable surfaces
Slot wall and acrylic distribution bins
Four place square table if branch large enough
Informal seating
Computer workstations
Listening/viewing station

9. Children's Area

9.1 Function

This is the major public service area serving infants, toddlers, preschoolers, and elementary and middle school clients as well as parents, teachers and caregivers.

The area serves diverse age groups and therefore is comprised of a wide variety of collections and activities. Care must be taken to provide an attractive, inviting atmosphere, to offer a variety of seating and display spaces, to allow physical and visual differentiation of the various children's collections and spaces, and to provide ease of movement for adults, children, and strollers.

9.2 Adjacencies

Primary:
- Circulation or Information desk
- Children's/Family Restroom where space allows
- Staff workspace

Secondary:
- Program/Meeting Room
- Restrooms and Drinking Fountain

9.3 Design Issues

The location should be readily evident upon entering the library.

Children should not have to pass through other areas of the library except circulation to reach the children's area. Shelving or a low wall should be used to partially enclose the children's area to prevent young children from easily wandering out of the area and building. Adults should not have to pass through the children's area to access other services.

This is one of the noisier areas of the library and the design should include appropriate acoustical treatment. It should not be located near the quieter areas of the library.

Natural light and operable, safe and secure windows are desirable.

The children's area should be within line of sight supervision from the circulation and/or information desk. Staff at the information desk will assist children as well as adults, so the desk must be nearby and approachable by children. The lower segment of the desk should face the children's area. Some branches may require a separate children's service desk because of the physical layout of the facility. See 4.31 Information Desk for more details.

The furniture needs to be sized to children and should include comfortable seating for parents and children and nursing mothers. The design needs to keep the safety of children in mind. Furniture should have rounded corners.

The design should appeal to children and should contain some element that sets the area apart from the rest of the library.

Open space for children to sit on the floor for informal program activities for preschool groups and school tours is needed.

Design needs to provide enough space for parking strollers.

If the building design allows it, a lockable door leading directly from the children's area to the program/meeting room is desirable.

The area will house the entire spectrum of materials for children: books, media, and magazines. All types of materials should be housed on regular shelving with specialty insert shelves, racks, and bins.

Several types of display spaces are needed:

- for books on shelving units, either on top or on the shelves
- slot wall with acrylic bins for graded booklists and other library materials
- tackable surfaces for seasonal displays and children's art (this should be distributed throughout the children's area rather than being one large space to fill)

There should be lockable storage in or adjacent to the children's room for art and craft supplies, display materials, seasonal decorations, and books.

The children's/family restroom should incorporate the design issues described in Section 12, Public Restrooms. The fixtures should be the lowest standard size available in order to be included in the fixture count required by code. A changing table should be included. See 12. Public Restrooms for more details.

If the children's area is not on the same floor as the rest of the public service area, there should be a second drinking fountain in this area.

If the children's area is on a separate floor, there should be a call button to reach staff on the other level.

9.4 Components and Furnishings

Display areas for books, library publications and theme displays
Computer workstations designed for use by two people, with headphones

Moveable furniture, if possible
Clock at appropriate level for children
Wastebasket and recycling bin
Call button to other floor, if separate level
Tackable surfaces

9.41 Younger Children

Shelving, 48" high, slotted, canopy tops
Book bins for board books
Parent/child seating
Reader seats at 4-place tables, 24" high
Open space for picture book reading/informal activities
Area rug

9.42 Older Children

Shelving, 66" high for books, magazines, paperbacks, media, software and parenting collection in larger branches
Reader seats at 4-place tables, 30" high

10 Special Use Areas

10.1 Function

This section discusses copier alcoves, study rooms, listening/viewing areas and exhibit/display needs. Library book display needs are covered in Sections 5. General Collections, 8. Young Adults, and 9. Children's Area.

10.2 Adjacencies

Copier Alcove, Study Rooms, Listening/Viewing Areas – Circulation or Information Desk
Exhibit/Display Space – None Required

10.3 Design Issues

10.31 Copier Alcove

A photocopier alcove large enough to accommodate several people should be visible from the circulation or information desk. It needs to be separately vented and acoustically treated. It will contain a copier, a change dispenser, a debit card machine for operating the copier and the printers, storage for copier supplies, counter space for sorting materials and housing reproducible tax form notebooks, and slotwall for notices and acrylic bins for tax forms. Data and power lines for a computer and printer should be provided to allow for a self-service computer to print out IRS forms.

10.32 Study Room Sizes and Functions

Branches may contain some or all of the meeting room types, depending upon branch size, layout and community need.

Study room sizes should be calculated at 30 square feet per person/seat:

2 person	60 square feet
6 person	180 square feet
8 person	240 square feet

All study rooms should be lockable, have glass windows and doors so they can be visually supervised, be in the line of sight of either the reference/information or circulation desk, be soundproofed, and have power and data lines.

Two-person study rooms provide quiet space for tutoring and study projects.

The group study rooms provide meeting space for small committees or school groups working on a joint project. For training purposes, the rooms should include a white board and tackable walls.

The silent study room should be designed to discourage any conversation, e.g. containing a counter with seating dividers or carrels.

In the smaller branches, using the program/meeting room for a group study or silent study area should be considered. If so it will need a windows to provide a line of sight from the circulation or information desk.

10.33 Listening/ Viewing Areas

Listening/viewing equipment should be placed adjacent to service desks and the Young Adult area.

Stations must be equipped with earphones.

10.34 Exhibit/Display Space

Some facilities may include freestanding or built-in display cases for use by the public.

The exhibit spaces should not take away from the building's shelving capacity.

Space for public art displays is desirable. Some branches may be able to utilize the program/meeting room or other spaces.

Other areas in the library should also be identified for public art display, wherever possible, to meet community needs and interests.

Lighting for viewing the art should be included.

11. Program/Meeting Room

11.1 Function

Branches where space and configuration allow will have a meeting room, which will function as a multipurpose facility for library and community programs. It will be used for adult and children's programs, community meetings, training, and art displays. It may be booked for use during closed hours by community groups.

11.2 Adjacencies

Primary
- Lobby
- Restrooms
- Children's Area

11.3 Design Issues

The program/meeting room will be designed so that the public may gain entry and leave through the lobby whether the library is open or not, if possible.

The program/meeting room will be used in several configurations: auditorium, classroom, computer lab and informal floor-seating programs for children.

Electronic and data line systems need to be installed to allow flexibility and potential use as a computer training classroom.

The program/meeting room should be wired to allow for anticipated use for distance learning and interactive video.

State of the art video and data projection capability will be included.

A separate direct lockable entrance from the children's area is desirable.

Operable windows are desirable, but the room needs to be able to be easily darkened with blinds or other means.

In the smaller branches, the room may also be used for group or silent study and will need a window wall and doorway into the library to allow for visual supervision from the information desk area.

Adequate lockable storage to house all the chairs and tables and a separate lockable closet for audiovisual and computer equipment and supplies are needed.

A kitchenette for providing light refreshments needs to be behind lockable doors.

Lighting controls need to be both at the front of the room accessible to presenters and at the entrances. Larger meeting rooms should have controls that allow dimming of various parts of the room independently of each other.

The walls should be of a tackable surface and incorporate picture rails or similar system for art displays and presentations. The lighting should be designed to enhance the viewing of the art.

11.4 Components and Furnishings

Signage outside entrance to indicate meeting in progress
Coat rack in alcove
Hooks for children's coats
Tackable wall covering
Picture rack for art displays
Projection screen, ceiling mounted, electronically lowered and raised
Whiteboard with hinged doors, adjacent to, not behind screen
Stacking chairs and rolling storage racks
Folding tables, light weight
Deep wall storage closets for chairs and tables, children's programming supplies and audiovisual/computer equipment
Kitchenette alcove with sink, electrical outlets, cupboards and counter behind lockable doors.
Power service for projectors, computers throughout the room

12. Public Restrooms

12.2 Adjacencies

Lobby
Program/Meeting Room
Public Areas

12.3 Design Issues

Since the library is designed with the ability for the meeting room to be used during library closed hours, the restrooms need to be accessible from the lobby.

The restrooms must meet local code and American's with Disabilities Act requirements.

It is desirable to have separate men's and women's restrooms.

Patron safety must be carefully considered in the location and design of the rest rooms. The design should minimize the need for staff monitoring, although entrances should be visible from a public service desk.

Restrooms should be lockable.

The restrooms need to be designed with maintenance and durability in mind. Walls should have a surface cleanable to the ceiling. Floors must be non-porous and easily cleaned and have floor drains.

Mechanical exhaust fans with double capacity should be installed. Incorporating a window is desirable.

There should be coat hooks and a pull down bookshelf in each stall with additional coat hooks and a package shelf in the washing area.

The sinks should have automatic sensor controls.

Care should be taken that the soap dispensers are mounted so that drips go into the sink, not onto the floors or counters.

Mirrors should be mounted on a wall over a package shelf rather than behind the sinks for ease of access.

Electric hand dryers will be provided.

Fixtures such as soap supply tubes and pipes should be enclosed and recessed to discourage vandalism.

The design should mount all items possible to keep equipment off the floor to improve the ability to clean the rest rooms.

Waste bins should be built in and conveniently located.

If there is a children's restroom, **a** diaper-changing table should be included in it. If there is no children's restroom, changing tables should be in both the women's and the men's restrooms. A built in counter is preferred to the commercially available changing trays.

Care should be taken in mounting toilet paper and toilet seat cover dispensers, sanitary disposal units and any other equipment so that people do not hit them in moving around in the stall.

A children's restroom should be included as space allows, using the smallest size standard fixtures.

12.4 Components/Furnishings

At least code required number of fixtures
Wall mounted waste containers
Sinks with built in soap dispensers
Coat hooks and shelves for books in each room and stall
Sanitary disposal units mounted in each stall in women's and unisex bathrooms
Mirror
Diaper changing area in each bathroom except staff
Electric hand dryers
Lockable janitorial supply cabinet

13. Staff Break Room

13.1 Function

Staff will use the staff break room when they are not on duty; often staff prepare and eat meals there and take brief rests.

13.2 Adjacencies

Staff workroom
Staff restroom
Staff/delivery entrance

13.3 Design Issues

The staff break room should be located adjacent to the staff work area if at all possible and clearly separated from the public area.
Natural light
Operable windows
Area for staff to take breaks outdoors, if possible.
Task light for reading if needed
Lockers and coat rack for staff members either in or adjacent to the staff break room
Exhaust fan, double capacity

13.4 Components and Furnishings

Full-sized refrigerator, frost-free
Microwave
Small stove top
Sink, counter space for dish drainer, drawers and cupboards
On demand hot water spigot
Soap and towel dispensers
Bulletin board and/or tackable wall covering
Table with 4 or 8 chairs, depending upon branch size
Couch or other comfortable seating that allows a person to elevate feet or lie down
Telephone
Coat rack, in or adjacent to break room
1/3 size lockers for all staff in or adjacent to break room
Full-length mirror
Clock
Trash, garbage, and recycling containers

14 Library Storage Area, Staff Restroom and Other Non-Public Areas

14.1 Function

The library storage area will house many of the items that often clutter up staff workrooms.

14.2 Adjacencies

All these areas should be adjacent to the staff workroom. The janitorial room should be adjacent to the restrooms and/or off of a non-public hallway.

14.3 Design Issues

All these rooms need to be lockable, secure spaces.

14.31 Library Storage Room

The library storage area should contain deep shelving or an art supply cabinet. In addition, there needs to be space for distribution items, summer reading club materials, computer paper, income tax forms, arts and craft supplies, holiday decorations, and donations and discards waiting for pickup.

14.32 Staff Restroom

Staff restroom should be well vented. It is preferable to have the entrance from a staff hallway or workroom. Staff restroom should include a shelf and paper towel dispenser. See 12. Public Restrooms for detailed description.

14.33 Telecommunications Room

The telecommunications/computer control /security systems room must be adequate to house all current system controls. In new buildings this is a much larger space than the old telephone closet.

14.34 Janitorial Room

The janitorial room must include a floor mounted mop sink with splash guard, deep storage shelving for all janitorial supplies and equipment, and space for ladders, replacement lamps, filters, mop bucket, trash barrel, vacuum cleaner, a bulletin board and counter. If the building has more than one level, provide a janitorial room on each floor.

14.35 Mechanical Room

Mechanical room should be large enough to have clear access to equipment for maintenance and servicing.

14.35 Elevator room

An elevator room will be required if an elevator is installed.

15. Staff and Delivery Entrance, Landscaping, Parking Lot (if provided)

15.1 Function

These areas need to be carefully designed to be functional, attractive, and provide the maximum safety and security.

15.2 Adjacencies

None Required

15.3 Design Issues

15.31 Staff and Delivery Entrance

The staff and delivery entrance needs to be well lighted and located in an area clearly visible from the street as staff often leaves in the dark after the library is closed.

The staff entrance will also be used for deliveries. Double doors into the workroom should be considered to facilitate deliveries. The library system uses step vans and other deliveries will come by truck, van and car. The site layout must provide for vehicle access and a level entry if possible. There should be a yellow zone delivery parking space or assigned parking space as near to the delivery entrance as possible. If the entrance is not at ground level, a ramp should be provided.

This entrance should be roofed in order to protect staff and deliveries from the weather.

The staff entrance should have a doorbell and peephole so staff inside can see who is requesting entry.

The area for receiving and preparing deliveries should be integrated into the traffic flow. The area should be adequate and carefully designed to minimize the amount of lifting and shifting of bins required.

Recycling and trash bins need to be in an enclosed area near the staff entrance.

15.32 Landscaping

Landscaping should be low maintenance, incorporate automatic watering systems, and be appropriate and attractive.

Landscaping should not interfere with sight lines around the building or provide hiding places.

15.33 Parking Lot

The parking lot needs to be as close as possible to the public entrance of the library. The safety of people walking to the library, walking from the parking lot, and of vehicles entering and leaving the parking lot needs to be carefully studied.

The parking lot needs to be well lighted and visible from the street and the library in order to discourage vandalism and other criminal activities. If visibility is limited, other security measures such as cameras may need to be considered.

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Darian W. Swig
Commissioners

Susan Hildreth
Acting City Librarian

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Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Tuesday, February 6, 2001

The San Francisco Public Library Commission held its regular meeting on Tuesday, February 6, 2001 in the Koret Auditorium, Main Library.

The meeting was called to order at 4: 05PM by President Higueras
The following members were noted present: President Higueras, and Commissioners Bautista, Coulter, Steiman, and Swig.

The Secretary noted Commissioners Chin and Streets arrival was expected shortly.

President Higueras announced the Agenda Item #6 will be taken up 4th with the rest of the agenda to follow in order.

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF NOVEMBER 16, 2000 SPECIAL COMMISSION MEETING

Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF NOVEMBER 16, 2000 SPECIAL COMMISSION MEETING

Mr. Peter Warfield commented on the page 3 report on the lack of cost figures on the Library Technology Plan discussion and emphasized that the point of his comment on page 5 was that everyone should have access to copies of documents prior to a Commission Meeting.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF NOVEMBER 16, 2000 SPECIAL COMMISSION MEETING

MOTION: by Commissioner Coulter, seconded by Commissioner Swig for approval of the Minutes.

ACTION: AYE 5-0 (Bautista, Coulter, Higueras, Steiman, and Swig)

AGENDA ITEM #2 APPROVAL OF THE MINUTES OF DECEMBER 5, 2000 REGULAR COMMISSION MEETING

Public comment on AGENDA ITEM #2 APPROVAL OF THE MINUTES OF DECEMBER 5, 2000 REGULAR COMMISSION MEETING

The number of members of the public who spoke anonymously at this meeting. 1

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Mr. Peter Warfield noted that a request was made concerning taking public comment on an item and that later on page one noted that he had expressed concern that he had not been allowed to offer public comment prior to the Commission's going into closed session. He also called attention to the absence of public comment summary statements in the Minutes Appendix A.

Commission comment on AGENDA ITEM #2 APPROVAL OF THE MINUTES OF DECEMBER 5, 2000 REGULAR COMMISSION MEETING

President Higueras recalled that Mr. Warfield had asked a question regarding taking public comment prior to the Commission's going into closed session. The Commission Secretary responded that questions from the public were not in order at that point and that perhaps an appropriate way to note the exchange would be to clarify the report to read that the Commission President had announced that there would be one public comment period for all matters related to the closed session. Commissioner Coulter requested that whenever possible personal pronouns be used to replace repetitive use of "An anonymous member of the public" when reporting public comments in the minutes.

MOTION: by Commissioner Coulter, seconded by Commissioner Steiman for approval of the Minutes of December 5, 2000.

ACTION: AYE 5-0 (Bautista, Coulter, Higueras, Steiman, and Swig)

AGENDA ITEM #3 CITY LIBRARIAN'S REPORT

The Acting City Librarian gave an update on Main Library improvements noting that Huber, Hunt, Nichols, the building's primary contractor, had agreed to pay to replace incorrectly installed sign panels, to fund installation of handrails at the Grand Staircase, and to install exterior anti-skateboard devices. Ms. Hildreth further reported that UV filters had been installed in the Skylight Gallery and window shades would soon be installed. The Acting City Librarian reported that the American Library Association (ALA) would be holding its annual meeting in San Francisco in June. Ms. Hildreth reported that there will be a great many activities in connection with the meeting including a scholarship celebration hosted by ALA in place of the gala which had formerly been an obligation of the host library. Ms. Hildreth informed the Commissioners concerning the controversial choice of the Marriott Hotel as the headquarters facility for the meeting, noting that the San Francisco Public Library had had no role in that choice. Ms. Hildreth reported that the Library had informed ALA leadership that the ongoing labor dispute between the hotel and its employees could create problems during the gathering. She additionally noted that some ALA related events would be held in the Main Library during normal operating hours.

Public comment on Agenda Item #3 CITY LIBRARIAN'S REPORT:

Timothy West, representing SEIU Local 790, a Library employee union, provided the

Commissioners with background information on the labor dispute between the Hotel and Restaurant Workers Union, Local 2 and the Marriott. Mr. West expressed dismay that the AlA had chosen the Marriott for its meeting and discussed ongoing picketing of the hotel which had been requested by the hotel's workers as an effort to persuade the hotel's management to negotiate a fair labor agreement.

Commission comment on Agenda Item #3 CITY LIBRARIAN'S REPORT

In response to questions by President Higueras, the Acting City Librarian explained that although the Marriott Hotel was the headquarters hotel there would be many other venues for conference programs so that our library staff could participate without crossing any picket lines. Commissioner Bautista suggested that the Library again formally communicate its concerns with the ALA's choice of the Marriott Hotel as headquarters for its annual meeting in view of its labor problems.

Commissioner Chin joined the meeting at 4:20PM

Agenda Item #6 BRANCH FACILITIES UNIVERSAL BUILDING PROGRAM

The Acting City Librarian introduced Jorge Alfaro, Department of Public Works, Bureau of Architecture, library consultant Dallas Shaffer, and Mr. Charlie Dunn of the Department of Real Estate to give individual reports on the various elements of the Facilities Plan, the universal building program, and the site selection process for new branch libraries. President Higueras announced that he would take 2 minutes of public comment following each of the three parts of this agenda item.

Mr. Alfaro described in some detail to the Commissioners how the Department of Public Works had been developing an extensive plan to act as a guide for facilities improvement and development. The plan was described as including an historical overview of branch libraries from the Carnegie Buildings to those most recently built in the 1960s. Additionally the plan was reported to contain analysis of demographic changes on a neighborhood by neighborhood basis, a review of all current services and branch services goals, and information on how design proposals could impact the way services were provided. Mr. Alfaro further discussed how new technologies could be incorporated into the design program. Mr. Alfaro also discussed the development of overall design guidelines for both new and existing buildings. He also spoke about how best to maximize use of functional existing systems, so that only dysfunctional and outdated systems need be replaced. Mr. Alfaro described how the Department would also evaluate the environment surrounding the buildings and include that information in its examination of all aspects of a building's use, functionality, and long term durability. Mr. Alfaro explained in elaborate detail how the cost figures for the various projects were determined and described the process used to verify the accuracy of these cost projections. Mr. Alfaro also spoke about issues concerning the scheduling of various projects.

The number of members of the public who spoke anonymously at this meeting. 1

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Public comment on Mr. Alfaro's report

An anonymous member of the public chose to reserve 2 minutes of comment to later in the presentation. Ms. Martie Kashuba expressed concern that educational levels in a neighborhood would be used as a factor in making decisions on branch book collections. She urged that working class neighborhood libraries have good literature available and that the library served as an educational leveler not needing more mysteries. Mr. Ed Regan suggested that an effort be made to develop a model of what the Commission wanted to see in a library, and suggested that all branches have a basement and a second floor. He noted that he found the new $2.5 million Ocean View branch an improvement but that it wasn't open enough hours. Mr. Peter Warfield inquired if this report was an update of a May report or an entirely new report. He expressed concern that there was no mention of assessing branch collections or about what kind of collection development, including increasing the size of the collections, might be considered. Mr. Warfield noted there seemed no discussion about built in shelving for books or about objectives for book space. He expressed surprise at the inclusion of discussion about parking and wondered how public input into these plans would be taken

Commission comment on Mr. Alfaro's Report

In response to questions by President Higueras, the Acting City Librarian discussed in general how branch collections would be addressed as part of the universal building plan. Vice President Steiman noted that in many cases the requirements of the Americans with Disabilities Act (ADA) and the seismic safety improvements would limit the amount of new available space for some branch library collections. The Acting City Librarian noted that the five new branches would all have an increase in the space available for collections as well as in some older branches such as the Richmond Branch. Vice President Steiman suggested that the issue of collection development was a separate from that of creating space for collections to be housed. Commission Bautista inquired concerning what would be done to retain the historical colors in the renovation of the Carnegie branches. Mr. Alfaro responded with an extensive discussion of the various options that could be considered in renovating the historic branches.

AGENDA ITEM #6 Ms. Dallas Shaffer's report

Library consultant Dallas Shaffer noted that this process was a rare opportunity to evaluate and reorganize how branch libraries serve the public. She discussed the creation of a model template that addressed the common functions of all branches that could then be modified to address the needs of a particular project. She noted that a nine-member staff committee, representing a broad spectrum of the library's staff, developed the draft universal building program together with Mr. Alfaro and Ms. Shaffer. She then discussed how other libraries had approached similar situations. Ms. Shaffer next described the committee's visits to libraries in San Jose, Portland, Oregon, and what has been described as the library of the future in Richmond, British Columbia to gather insight and learn from the experience of similar library systems. She then spoke about a series of staff workshops over a two day period in October which allowed 160 library staff members with specific areas of expertise and interest, such as maintenance staff, to discuss in depth how these concerns could be fully addressed in the draft plan. Ms. Shaffer then reported that several meetings of the committee followed to include the new information gathered and to seek additional input at General staff meetings. She reported that there would be additional opportunities for staff input and comment following the Commission's discussion of the proposed model.

Ms. Shaffer then discussed current trends in library development. She noted that everyone wanted more resources and every kind of new technology available. Ms. Shaffer pointed out that branch collections were expected to contain more resources, a greater variety of books, CDs, laser disks, and audio and video materials. Ms. Shaffer discussed the challenges of accommodating new technology while balancing tech access with book collections and reading space. She also noted increasing demand that branch library function as community centers, providing community-meeting spaces. All of this she suggested placed high demands that facilities' design emphasize flexibility, facilitate traffic flow, provide ease of management for both staff and patrons of the flow of materials, and allow for balanced use of space. Ms. Shaffer noted that things such as patron sorting of returned materials, express-check out, and fundamental re-evaluation of a branch' s actual service points were all elements in the new planning. She suggested that combining service desks, reconsidering how materials are shelved, how clutter could be minimized, and interfiling of children's and adult fiction and non-fiction collections could maximize use of limited spaces in branch libraries. She next discussed creation of study and activities space as well as creation of community use rooms. Ms. Shaffer emphasized that the draft plan was only a model that should be understood to be a starting point for developing branches responsive to unique individual needs of San Francisco's neighborhood. She noted that the plan will evolve over the life of the bond program as new needs are identified.

Public comment on Ms. Shaffer's Report

Mr. Ed Regan suggested that the book collections be made more user friendly if special collections were created by subject matter and publisher. He also suggested that every branch have a senior's room and a pamphlets room. An anonymous member of the public chose to reserve 2 minutes of comment to later in the presentation. Mr. Peter Warfield expressed concern with what he felt was no commitment to creating space for books. Mr. Warfield was puzzled by apparent changes in policy such as interfiling of children's and adult collections or the creation of study rooms in this plan rather that by Commission or administrative action. Ms. Martie Kashuba expressed concern that money for the four new libraries could disappear given the fact that she was still waiting for disabled access improvements at the Bernal Heights branch.

Commission comment on Ms. Shaffer's report

There was extensive discussion among the Commissioners concerning the proposals Ms. Shaffer presented. Vice President Steiman suggested that there would need to be careful

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planning to allow both trying new approaches but still permitting for returning to the old way of presenting branch collections if they didn't work out. She also expressed strong support for keeping specialized collections such as teen collections. Commissioner Swig called attention to the importance of addressing energy conservation concerns in planning the branches. The Acting City Librarian described the steps that the Library would undertake as a primary design consideration to improve energy efficiency and conservation. Mr. Alfaro described how the existing passive heating systems could be effectively used to manage heating energy needs. In response to questions by Commissioner Bautista, Mr. Alfaro noted that solar panels could be considered for use on both the new facilities as well as some existing branches. Ms. Hildreth observed that placing emergency generators in every facility could be a very costly and needed to be carefully considered.

Agenda item #6 Mr. Charlie Dunn's report on Site Acquisition

Mr. Charlie Dunn of the Department of Real Estate gave the Commissioners a detailed report on the ongoing efforts to identify potential locations for the four branch libraries located in leased facilities: Portola, Visitacion Valley, Ingleside, and the Glen Park. Mr. Dunn outlined the basic perimeters of: up to 7,000 sq. ft. of available space; vacant; a visible location such as a corner accessible to public transit and near schools; and containing no toxic clean up problems. He noted that such sites were not easy to find but that his Department had identified a number of likely locations after a careful process of elimination. Mr. Dunn reported only non-residential sites were considered, that both historic structures and important neighborhood serving business locations were eliminated, and that sites both too large and to small were not considered. He proposed that the remaining locations be carefully evaluated and then a number of them be brought to the Library Commission for its consideration. He requested that the Commission consider that if this process met its needs, then the various 28 potential sites would be presented to neighborhood groups at each of the branch libraries for their consideration, and that then based on that process that the Commission consider a limited group of locations based on staff recommendations resulting from the neighborhood meetings. In response to a question by Vice President Steiman, Mr. Dunn confirmed that not all of the potential sites could be clearly identified as for sale until his Department entered into negotiations with their owners

Public comment on Mr. Dunn's Report on Site Acquisition

An anonymous member of the public expressed regret at having missed any explanation of the manner in which the agenda was being taken up, noting that this individual had filed suit against the Library on the issue of fragmented agendas in the past. The anonymous member of the public expressed a view that it was important to address the totality of an agenda item. The anonymous member of the public discussed the historic considerations involved in this process noting that planned temporary branch libraries had become permanent additions because of the needs of individual neighborhoods. This individual emphasized the importance of design flexibility being taken seriously, noting previous experience with promises of flexibility of design for the Main Library. The question of a universal building program with potentially cookie cutter structures detrimental to neighborhood character raised concerns for the anonymous member of the public, who suggested that neighborhoods even a short distance apart consider themselves distinctly different. Mr. Ed Regan agreed that locations in business areas were preferable, the branches should have public transit access, and that all branches should have a community room. Ms. Sue Cauthen requested she be allowed to reserve her comment period but was informed that this was the final comment opportunity for this specific item. Ms. Nora Daley inquired concerning the community meetings to be scheduled and was informed by the Acting City Librarian that a schedule of meetings would be made available. Mr. Peter Warfield found Mr. Dunn's presentation admirable but questioned the source of the figure of 7,000 sq. ft.. Mr. Warfield noted that recently San Jose had approved a bond measure to double the size of its branches. Mr. Warfield expressed concern that books and book storage was not addressed. He noted corner locations were not necessary, suggested set back buildings should be considered, recommended that the adaptation of historic buildings be considered, and expressed a wish to know more about how these proposals would be developed.

Commission comment on Mr. Dunn's Report on Site Acquisition

In response to questions by President Higueras, the Acting City Librarian discussed how the size of the various proposed replacement branches had been set out in the Prop. A Branch Library Renovation and Construction Bond program. Vice President Steiman expressed strong support for the approach that extensive community input guides the site selection process. In response to suggestions by Commissioners Bautista and Chin for joint projects with the School District, the Parking Authority, BART, and other government agencies to share sites, Mr. Dunn reported his Department's active discussion with other city departments and government agencies in the course of its search for potential locations. Commissioner Chin offered the suggestion that perhaps fewer larger branch libraries would be preferable to several small branches. Vice President Steiman noted that if a good location could be found the Glen Park Branch could be made larger. Vice President Steiman noted that while larger branches could be better, they would be more costly, and that neighborhoods were strongly attached to having a local library. Both Commissioners Chin and Bautista observed that efforts should be made to expand services to teens and for several other underserved groups such as small children. Commissioner Bautista suggested a survey be done to identify underserved groups and plan in response to the information. The Acting City Librarian proposed that the final draft of the facilities plan be brought to the Commission for its consideration after additional public input in June.

Commissioner Swig left the meeting at 5:55PM

President Higueras called for a brief recess at 5:59PM
The Commission returned to session at 6:15PM

The number of members of the public who spoke anonymously at this meeting. 1

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AGENDA ITEM #4 SUPPLEMENTAL APPROPRIATION REQUEST

The Acting Librarian informed the Commission of some revisions in the sources of the funding for the projects covered by the proposed supplemental appropriations. She also noted that Mr. Phil Sowers of the Department of Public Works would address the Commission's concerns with the seating at the Grove Street entrance and vandalism of table surfaces. Finance Director George Nichols provided the Commission with information about a significant increase over the amounts previously estimated by the City Controller in General Fund monies available to the Library during this fiscal year. Mr. Nichols noted that these unanticipated revenues would be available to be spent on Library projects that had been proposed to be funded in part with Library Improvement Funds. Mr. Nichols informed the Commissioners of an $1,433, 727 increase in Prop. E (Library Preservation Fund) monies. He further explained that this new funding would allow the entire amount of the proposed supplemental appropriation to be funded with monies now available in this year's budget. Mr. Nichols noted that these new funds would mean that none of the Prop. E property tax set-asides funds would be needed for these projects and that an additional reserve of $229,000 could be added to the Library Improvement Fund for future use. Mr. Nichols reported that the City Attorney would be issuing a formal opinion on the Library's proper use of Prop. E. (Library Improvement Fund) monies for repair, maintenance, and upkeep in response to a request by Supervisor Yee. Mr. Nichols pointed out that this request was fully consistent with the Library's use of Prop. E funds to maintain Library facilities

Mr. Phil Sowers discussed in great detail his efforts to meet with various manufacturers' representatives to find a more cost-effective ways of repairing library tabletops that had been vandalized. Mr. Sowers offered a number of suggestions regarding various options that the Commission could choose to address this problem. In addition, Mr. Sowers presented a revised approach to addressing concerns with retaining some seating for patrons waiting at the Grove Street entrance. Mr. Sowers pointed that that the revised plan would match the building's design, provide seating, and also address the maintenance concerns.

Agenda item #4 Public comment Supplement Appropriation Request

An anonymous member of the public commented that the issue of the wooden tabletops/ furniture had been included then dropped from the POE (Post Occupancy Evaluation Report on the Main Library). The anonymous member of the public suggested that addressing this problem was not thus responding to a problem identified in the POE and further suggested a more comprehensive approach to building furniture problems would be better. This individual also observed that the proposed stone pedestal seating would not be suitable. The anonymous member of the public expressed the view that Mr. Nichols' explanation of the Library's use of Prop. E (Library Preservation Fund) monies did not respond to Supervisor Yee's request. Mr. Ed Regan suggested that the Library hire four carpenters to make furniture for the Library and recommended that standing reading tables and high backed chairs be produced for use in the libraries. Ms. Chris Ortiz of the Council of Neighborhood Libraries expressed happiness that Prop. E monies would not be used, emphasizing that promises to the voters should be kept. Ms. Dorothy Danielson, North Beach Branch Library, also expressed happiness that those Prop. E funds would not be used, but expressed concern that problems could develop down the road if there was not a clarification of what was proper use of Prop. E (Library Preservation Fund) monies. She further urged that discussions about expending Prop. E funds should occur during the planning process, not after. Ms. Marti Kashuba, former member of the Council of Neighborhood Libraries, asked why the agenda item had been moved, expressed frustration that members of the public had to wait to hear this item. She also expressed concern that book money was being spent unwisely, observed that the library had never caught up from the 100,000 books discarded, and that the Library bought too many mysteries and not enough good books. Ms. Kashuba observed that the Library had only eight more years to rebuild the book collections, create top notch branch libraries , and inspire a love of reading. Ms. Kashuba concluded that Prop. E was for more books, hours, and staff. Ms. Margaret Coughlin, formerly of the Council of Neighborhood Libraries, emphasized that it was her understanding that Prop. E was only to be spent on branches, not on the Main Library. Mr. Jim Haas of Civic Pride reminded the Commission that, while the Main Library offered many specialized services, one of its chief functions was to serve as the branch library for over 100,000 residents of the South of Market, the Tenderloin, and Hayes Valley neighborhoods. Mr. Haas further pointed out that the Main Library served some of San Francisco's most vulnerable residents, functioning as a branch library serving the needs of 3 or 4 times the number of patrons other branches served. Mr. Haas expressed dismay at what he viewed as an effort by supporters of branch libraries serving middle class neighborhoods to reduce services to these low-income patrons. Mr. Haas urged that the Library include representatives of Main Library neighbors on the Council of Neighborhood Libraries so that their voice could be heard. Mr. Peter Warfield questioned the lack of clear links between the proposed projects and those identified in the POE (Post Occupancy Evaluation of the Main Library). Mr. Warfield expressed concern with accountability in expending Prop. E monies, decried a lack of clarity regarding whether the proposed projects were being funded by Prop. E (Library Preservation Fund) or Prop. A (Library Improvement Fund) monies as it appeared to him that they were being spent on everything except more books and hours. Mr. Warfield disagreed that the Main Library functioned as a branch library and expressed a belief that increases in books and hours were the priority for all Prop. E expenditures. Mr. Warfield did not find that repair of library tabletops was appropriate under either Prop. E or Prop. A. Ms. Deborah Doyle, Council of Neighborhood Libraries and Library BALIS representative, noted that more books and hours have been provided under Prop. E, that the Library was playing catch up for decades of deferred maintenance, that the overall improvement of the entire library system including both the Main and the branches was important, and that additional books and hours was a goal of the Library within the limitations of its budget. Ms. Sue Cauthen, Council of Neighborhood Libraries, commented favorably that Prop. E monies would not be used for these projects and offered the Commissioners copies of Prop. E election materials that highlighted support her view that Prop. E was solely intended for books and hours and not facilities maintenance or improvement. Ms. Cauthen observed that there were people who have a negative perception that Library was unable to manage its funds, and expressed concern that, with four new branches proposed to be built, there was no additional

The number of members of the public who spoke anonymously at this meeting. 1

funding available for books for these new branches. Ms. Cauthen urged that there be a prudent reserve created to staff and provide books for these branches and that the Commission honor the spirit of Prop. E and only spend it on books and hours.

Agenda item #4 Commission comment on Supplemental Appropriation Request

Vive President Steiman noted that she had spoken with a number of people concerning this matter and read a statement in support of the supplemental appropriation from Ms. Karen Bevelander, a member of the Council of Neighborhood Libraries, (copy attached). Vice President Steiman then noted that she had attempted to explain the library's budget to some of those concerned about this proposal. She then discussed that fact that 76% of the Library's budget was spent on personnel and 10% on books for a total of 86% of the budget, an amount far greater than that portion of Prop. E (Library Preservation Fund) revenues derived from the property tax set aside. She noted that this meant that all of these funds were expended on books and hours. She pointed out that four of the new branches simply replaced existing branches that were already in the budget. Vice President Steiman acknowledged that there would need to be additional staffing for larger branch libraries and the new 27th branch library. She expressed a determination that new hours would be added for this new branch rather than any diminishing of hours at other branches. Commissioner Steiman discussed in some detail the various pressures of large fixed costs, 20 years of deferred maintenance, and increasing costs on the overall library budget. She decried what she saw as an artificial division between the Main Library and the branches. President Higueras inquired when the City Attorney's Office could make its formal opinion on Prop. E expenditures available and if it was the view of the Deputy City Attorney that the proposed supplemental appropriations request met the requirements of Prop. E, (Library Preservation Fund). Deputy City Attorney Adine Varah noted that the proposed supplemental appropriation no longer used any Prop. E Library Preservation Fund monies so that would not be an issue. Ms. Varah further responded that the City Attorney's office was working with Supervisor Yee in order to respond to his request for advice on this matter and that she would inform the Commission when it became available. President Higueras expressed a loss to understand any distinction between the Main Library and the branches. He observed that the library operated as a system, but understood concerns that the Main Library only receive its fair share of the budget. He noted that there had been no objections for spending money for maintenance at the branches and that the Main Library deserved to be properly maintained as well as a part of the system. In response to a question by President Higueras Mr. Nichols linked together those POE (Post Occupancy Evaluation of the Main Library) recommendations with proposed projects in the supplemental appropriation. Mr. Nichols proposed to provide an annotated list of POE related projects to accompany the supplemental appropriation request. President Higueras also requested information regarding how Prop. A (Library Improvement Bond) projects that is "bricks and mortar" improvements could be distinguished from other projects that would have to be funded from other sources such as private funds raised for FF&E (fixtures, furniture, and equipment) that are included in the Library Preservation Fund revenues available for these projects. Vice President Steiman cited the example of the eventual need to replace the 4th and 5th floor compact stacks as a good example of a POE related issue and a long term maintenance matter. President Higueras expressed his desire that there be as clear as possible a record to the Commission's response to the recommendations included in the POE. In answer to a question by Commission Bautista, Mr. Nichols explained that book budget dollars are budgeted across the board without a detailed breakout of how the budgeted funds are spent. Ms. Hildreth reported that staff then makes individual breakdown of the budget by branch and by department. Ms. Toni Bernardi, Chief of Children and Youth Services, described in extensive detail the process used to allocate the book budget so that each branch received detailed information on what monies for new books and materials they would receive. Commissioner Bautista suggested that each branch have a chart explaining how much money the branch was receiving from Prop. E. Commissioner Chin expressed a belief that people did not understand the budget and did not recognize that the Library was a system of the Main and branches that are funded based on the number of patrons that used each facility. Vice President Steiman noted that patron census was not the only criteria that should be used in measuring how resources should be allocated, but that the needs of the entire system must also be considered instead of taking a balkanizing approach. Commissioner Chin observed that Mr. Haas had raised an important point that the Main Library served the poor residents of the South of Market, Tenderloin, and Hayes Valley neighborhoods as their branch library.

MOTION: by Commissioner Bautista, seconded by Vice President Steiman that the supplemental appropriation request be approved with the understanding that details of the final projects be brought back to the Commission for its approval prior to their being undertaken.

Mr. Sowers and Mr. Nichols agreed to bring back the specific details of POE related issues, the tabletop repairs, and how to accommodate the seating in the Grove Street entrance. Commissioner Coulter expressed continuing concern with what was proposed for both tabletop repairs and for the Grove Street entrance. The Acting City Librarian made a firm commitment to address the Commissioners' concerns prior to undertaking any of the specific details of the projects. Commissioner Coulter lauded the members of the Neighborhood Council and other new members of the public who offered testimony to the Commission.

ACTION: 5-0 AYE (Bautista, Chin, Coulter, Higueras, and Steiman)

Agenda Item #5BRANCH LIBRARY BOND UPDATE REPORT

Acting City Librarian Susan Hildreth gave an extensive overview of planning activities concerning the Prop. A Branch Library Construction and Improvement Bond. The Acting City Librarian outlined aspects of bond program management, bond personnel staff, and creation of an appropriate infrastructure within the Library to manage the bond program.

She noted that advertising was underway for hiring of the Bond Program Manager. Ms. Hildreth mentioned the Board of Supervisors Finance Committee had held a hearing concerning management of the library bond. She reported a request by Supervisor Yee for regular quarterly reports on bond expenditures to be made to the Board of Supervisors and that the Library create a Bond Oversight Committee. Ms. Hildreth explained that the Library had planned to create such a Bond Oversight Committee and felt that it would help the Library mange the bond program. Library Finance Director George Nichols gave the Commissioners a detailed presentation on the proposed bond sales program outlining the proposed schedule and the various issues under consideration in meeting the cash flow needs in cycle with project completion schedule. Mr. Nichols reported that a model featuring annual bond sales was under consideration but that an alternative model that would call for 5 bond sales over the life of the bond program was also being reviewed. Mr. Nichols then discussed in some detail his efforts to set up an extensive reporting and fiscal controls process to maintain the highest degree of accountability for expenditure of all bond funds. President Higueras then discussed his efforts to prepare for the great challenge to carry out a very complex and demanding task over the ten years of the bond program. President Higueras called attention to this tremendous opportunity to catch up with neglected infrastructure needs and provide excellent facilities that will enable patrons and staff to have the highest levels of library services. President Higueras outlined how he proposed to take up the management of the bond program with careful and fully engaged oversight of every aspect of the bond activities. He emphasized that putting all necessary oversight systems into place early in this process, particularly the fiscal management systems, would be critical in keeping the commitment made to the voters when the Library requested support of this bond issue. President Higueras suggested that a special committee of the Commission and community advisory committee should be created to make sure that each project is a success rooted in strong oversight and significant community input. He observed that a critical concern is that these facilities be built or renovated in a manner that facilitates ease and economy of maintenance. Additionally, President Higueras observed that the best projects were those where the owners were actively involved in every aspect of the construction. President Higueras called for extensive availability of project information, perhaps on dedicated websites for each project, and through community outreach meetings during project duration.

Public Comment on Agenda Item #5Branch Library Bond Program Update Report

An anonymous member of the public commented that there would be bond sales in the spring and fact finding trips to Europe by the summer. This individual expressed support for learning lessons from past bond issues, and applauded Supervisor Yee's call for reports but questioned if anyone would pay attention to the facts they reported. The anonymous member of the public suggested that it was crucial that the Commission listen to its own reports, listen to members of the public, and take seriously differing perspectives. Mr. Ed Regan favored a committee on the bond and expressed support for each branch having three stories. Mr. Peter Warfield expressed agreement with Commission President that there was a big job ahead. He also agreed with the need for accountability and the importance of sustainable buildings. Mr. Warfield suggested that the Commission needed to be clear on how it keeps track of how it manages this program as it proceeds. He questioned how the Commission would make sure its goals would be met.

Commission Comment on Agenda Item #5 Brach Library Bond Update report

In response to questions by Vice President Steiman and Commissioner Bautista, Mr. Nichols explained in detail the complexities of the IRS requirements that the bond revenues be spent in a close cycle with the build out of the project to prevent the accumulation of excessive interest on bond funds during the course of construction of each particular phase of the bond program. Mr. Nichols noted that the Library would have either 24 or 36 months to spend down the funds on a project. The Acting City Librarian observed that getting a Project Manager would be a critical element of the team that the Library would put together to oversee the bond program.

Agenda Item #7 FRIENDS AND FOUNDATION REPORT

Mr. Paul Gormsen of the Friends and Foundation announced that the Annual Library Laureates Dinner with 30 authors would be held on April 2, 2001.

Commission comment on Agenda Item #8 FRIENDS AND FOUNDATION REPORT

In response to a question by Commissioner Bautista, the event details and ticket price of the Annual Library Laureates Dinner were described.

Agenda Item #8 LIBRARY LABOR UNION REPORT

None offered

Agenda Item #9 NEW BUSINESS

Commissioner Bautista requested a status report on the effort to acquire Brooks Hall for the Library. President Higueras inquired regarding the possibility of the Library issuing an Annual Report.

Public comment on Agenda Item #9 NEW BUSINESS

An anonymous member of the public expressed support for both proposed New Business items. This individual noted that the Annual Report was a pet issue of the anonymous member of the public observing that the City Charter required such reports and provided that such reports provided important information to the public on a year's activities. Mr. Ed Regan found both ideas very good. Mr. Peter Warfield agreed with all of the previous speakers in favor of the Annual Report.

Agenda item #10 PUBLIC COMMENT

An anonymous member of the public spoke about a "verandah factor" discussing the various forms of government, monarchy, aristocracy, oligarchy, plutocracy, and democracy. The anonymous member of the public expressed concern that government by the "good" would devolve into government for the good of the "good". This person felt that this process led to

The number of members of the public who spoke anonymously at this meeting. 1

the denigration and defamation of those not in government and became self-perpetuating. Mr. Ed Regan requested expansion of Library public service hours and the purchase of more books.

Agenda Item #11- ADJOURNMENT

MOTION: by Commissioner Coulter, seconded by Commissioner Chin that the meeting be adjourned in memory of the late former Library Commissioner Edward Bransten and Mrs. Katherine Bransten.

Public comment on Agenda Item #11 ADJOURNMENT

An anonymous member of the public recalled Commissioner and Mrs. Bransten fondly and recounted several of his accomplishments and about the mutual devotion of Mr. Bransten and Mrs. Bransten who followed him in death by a mere nine days.

ACTION: AYE 5-0 (Bautista, Chin, Coulter, Higueras, and Steiman)

The meeting was adjourned at 8:09PM

Michael Housh, Commission Secretary 2/18/01

The number of members of the public who spoke anonymously at this meeting 1.

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Appendix A

The Public Comment Summary Statements included in these draft Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Appendix A

The Public Comment Summary Statements included in these draft Minutes are authorized by San Francisco Administrative Code Section 67.16..

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 6, 2001

Item 4:
Supplemental Appropriation Request

"The point of my previous comments about the wooden table tops was that the furniture was eliminated from the scope of the POE by the consultants. Yet we are fixing the furniture under the premise of addressing POE issues.

With respect to the granite pedestals as places for people to sit, I cannot imagine them being suitable for a handicapped persons, or anyone who really needs to sit down.

With respect to what we were told was the mitigation of the Prop. E, I don't think so. Supervisor Yee has asked for a City Attorney opinion. In response to a statement from me a year ago, the only response was a statement over Controller Harrington's signature that said only that it was in line with past practice. This memorandum goes further than anything we have had in writing."

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 6, 2001

Item 5:
Branch Library Bond Program Update

"This is deja vu. There is a bond sale in the Spring and by Summer there will be the obligatory fact-finding trip to Paris, Berlin and Antwerp.

I am in favor of learning the lessons from the previous bond issue. But what were the lessons?

I applaud Supervisor Yee for calling for quarterly reports, but there was no shortage of reports for the last bond issue. There was a shortage of a willingness to pay attention to them and to pay attention to all of the voices that tried to bring facts to your attention.

It is crucial to listen to your own reports, listen to your public and take very seriously that they are valid perspectives. We don't live in a society where one person is a visionary and the rest of us don't have legitimate interests. I hope everyone's interests will be respected in the coming process."

Draft Minutes of the Regular Commission Meeting of February 6, 2001

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 6, 2001

Item 6:
Branch Facilities Plan Update

"I may have missed an announcement about fragmented public comment. It is very important to be able to address an agenda item comprehensively.

In the history of branches, many branches were intended to be replaced and when it was politically impossible to close the branch, we ended up with two branches. The lesson is that we must respect the unique character of our neighborhoods. There is a need to be both adaptable to that character and flexible.

In the planning for this building there was at least intellectual recognition of a need to provide for flexibility and adaptability to change. But in the implementation, that was not taken seriously.

Therefore, a universal building program sends up warning signals. What we don't want in San Francisco is a bunch of cookie-cutter branches.

Special attention should be paid to the character of our San Francisco neighborhoods."

Appendix A

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, February 6, 2001

Item 9:
New Business

"I want to lend my support to both of these suggestions.

Some comprehensive report on what is happening with Brooks Hall, particularly in view of the concern for a services center. We need to be both comprehensive and 'in print' about our intentions there. Such a report would be crucial.

I feel some trepidation about hearing of the dread annual report. The annual report has been one of my pet issues. The charter does require you to issue an annual report. Sometimes you do it, and sometimes you don't. Even though the Charter is very clear on the subject, the City Attorney is of the opinion that what looks like a requirement is not really a requirement.

The reason it is a requirement – my view – is because it is substantially beneficial. It gives yourselves and the people who are interested in the library, a chance to review what you are doing, what you have done and gives an assessment of a year's activities. I think it would be important."

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 6, 2001

Item 10:
Public Comment

"I hope we are not becoming sardonic about the very important public comment.

Re the 'veranda factor.' Very early we were taught the forms of government. Government by one person is monarchy. Government by the few is an oligarchy. Government by the rich is plutocracy. Government by the people is democracy. Of course, the ever popular government by the good is aristocracy.

A newspaper article quoted Commissioner Coulter as saying that government should be by good people who should be left alone to do their jobs.

To my mind this is the most dangerous form of government, for the simple reason that it sets in motion systems to make sure that the good people deserve it. The reinforcement of goodness tends to be defamation, denigration and separation of those who are not in government. Eventually it becomes self perpetuating.

I see that my time is up."

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, February 6, 2001

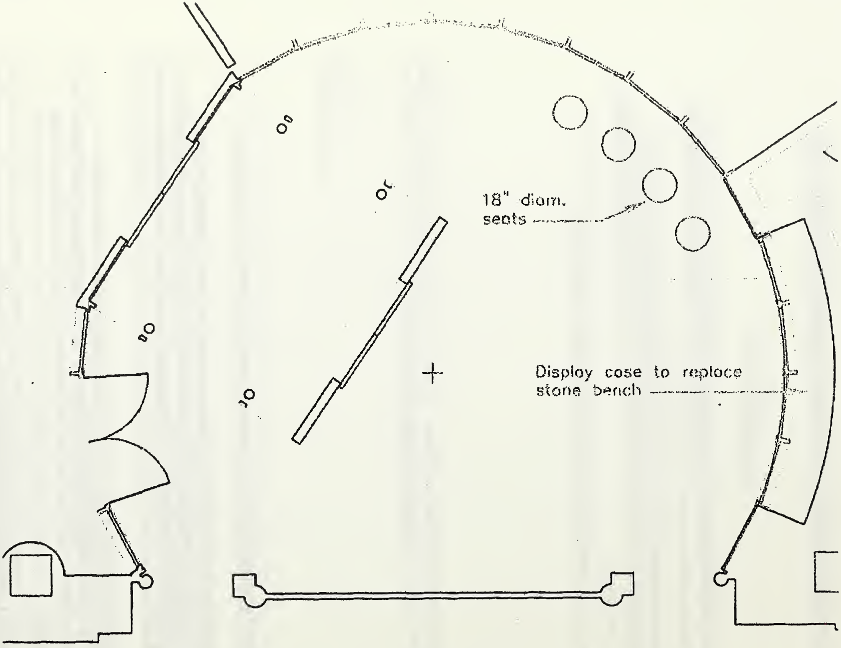
Item 11:
Adjournment

"Mr. Edward Bransten was a dedicated member of this Library Commission.

At his instigation, Senator Allen Cranston came and gave an address in the Lurie Room. He was very active in the Sister City Program with the City of Shanghai that has a mutual library exchange with this library. He had a great love of books and his family commissioned a book from Adrian Wilson.

In knowing Mr. Bransten, I also gained a slight acquaintance with his wife, Catherine. She was a quite charming lady and they were a very devoted couple. It is one of the kinds of stories that stir our souls to realize that after 62 years of marriage, she died nine days after he did.

I hope that the Commission will adjourn in memory of both Edward and Mrs. Bransten."


18" diam. seats
Display case to replace stone bench

GROVE STREET ENTRANCE
SEATING/DISPLAY CASE PLAN

From: Karen Bevelander <KarenBV@MGWest.com>
To: 'SFPL Commision Secretary' <mhoush@sfpl.lib.ca.us>
Cc: "'Donna Corbeil, SFPL'" <dcorbeil@SFPL.lib.ca.us>
Subject: SFPL/Commission Mtg/2/6
Date: Tue, 6 Feb 2001 15:35:00 -0800
X-Mailer: Internet Mail Service (5.5.2448.0)

Mr. Housh:

Would you please pass this along to the appropriate Commissioner at this afternoon's meeting, regarding this budget/finance topic.

Based on my current understanding that the proposed expenditure appropriation will not affect funding for either library services or materials (including books),
I would like to withdraw my opposition to the SFPL's suggestion for "Funding of Main Library Maintenance & Improvements", as proposed in a previous Commission meeting.

Last month I joined with several other concerned citizens in signing a letter outlining concerns about this proposal. At that time I had unanswered questions about the appropriation process. Since then, I have had an opportunity for closer examination and review of the budget process; which leads me to change my earlier opinion.

Thank you for the opportunity to express my concerns to the Commission.

Sincerely,

Karen Bevelander
Parkside Branch representative
San Francisco Public Library, Neighborhood Council

FEBRUARY 6, 20001

TO: Library Commissioners, Mayor Brown, Board of Supervisors
FR: Marti Kashuba 136 Newman Street San Francisco 94110 Bernal Branch User
RE: PROP E MONEY AND THE MAIN LIBRARY

It is difficult to come before the commission meeting today because one loses hope in a library admistration that believes in smoke and mirrors instead of straight talk.

Many worked hard to pass Proposition E. It was meant for books library hours and staff for our branches. Yes, even then the Main said "We are a branch too"!

You don't want me to talk about the "Dubious Discards" of 100,000 books but I must. I am an adult reader who has continually insisted that all of the branches must have intergenerational collections of both very good literature and the best sellers of the day. We are heavy on mysteries and pop books and the Library Administration would like you to believe "that's what they want."

The Library will give you the statistics -- book budgets, more books but our shelves tell you a different story. An adult Bernal Book Reading Group that has been meeting for 8 or so years can tell you that the FEB 23 selection of Margaret Lawrence's Stone Angel had to be changed because there are are few books in our system to meet a 10 person call up. I can tell you that even the Main will have few William Trevor, Penelope Fitzgerald and many, many, others, but ah yes, choose a mystery. SAN FRANCISCO IS NOT A FIRST CLASS LIBRARY SYSTEM AND USING PROP E TO FIX THE MAIN IS COMPLETE SELL OUT OF YOUR PATRONS

Come 2009 we will be back to square one. We will be talking about closures, reading centers less staff not more and YOU WILL HAVE MISUSED A GREAT OPPORTUNITY TO REFURBISH A BRANCH SYSTEM WITH BOOKS, HOURS AND STAFF. The clock does click!

EVEN IN ECONOMIC GOOD TIMES THE LIBRARY COMMISSION AND THE LIBRARY ADMINISTRATION HAVE NEGLECTED THE INTENT OF PROP E. WITH THE REMAINING PROP E YEARS YOU STILL HAVE A CHANCE AND IF YOU CHOOSE TO IGNOR THE PATRONS WE BELIEVE A NEW BOARD OF SUPERVISORS AND THE MAYOR WILL CHAMPION OUR JUST CAUSE. THE SURVIVAL OF THE PUBLIC LIBRARY DEPENDS ON THE VOICES OF THE USERS. ITIS NOT TO LATE TO LISTEN.

TIME SENSITIVE

These materials pertain to funding for Main Library POE projects, an Action item at the February 6. 2001 Library Commission meeting. We would appreciate your taking the time to review these important materials before that meeting.

Chris Ortiz, Council of Neighbborhood Libraries (for identification purposes only)

Date: February5.2001

To: President Charles Higueras and SFPL Commissioners

From: Members of the Council of Neighborhood as individuals

Re: Prop E funding for Main Library POE projects

We cannot support the use of Prop E funds for POE projects, including correcting the original design flaws and upgrading and maintaining the Main Library.

Enclosed are documents stating that the intent of the writers and supporters of Prop E clearly intended the funds for BRANCH LIBRARY books and hours and the resulting increased operating expenses.

The enclosed library schedule (pink) clearly holds the Main Library apart from the 26 branches. The Main Library is never mentioned as a branch in any Prop E ballot arguments.

As the current Prop A Branch Capital Bond Fund is implemented, there will be increased expenses for operating the upgraded branches and major increased expenses for the new Mission Bay facility and the four existing branches that will become permanent, enlarged facilities. It is prudent to commit adequate reserves in the Library Preservation Fund for these future on-going expenses.

The precedent for using Prop E funds for Main Library POE projects creates suspicion for similar diversion of the Prop A funds which are specifically allocated to Branch Library Capital Improvements.

TEXT OF PROPOSED CHARTER AMENDMENT
PROPOSITION D

Describing and setting forth a proposal to the qualified electors of the City and County of San Francisco to amend the Charter of said city and county by adding Section 3.531-1 to establish and maintain a minimum staffing level of police officers for the City and County of San Francisco.

The Board of Supervisors of the City and County of San Francisco hereby submits to the qualified electors of said city and county at an election to be held therein on June 7, 1994, a proposal to amend the Charter of said city and county by adding Section 3.531-1 to read as follows:

NOTE: The entire section is new.

3.531-1 MINIMUM POLICE STAFFING LEVEL

(a) Not later than June 30, 1995, the police force of the City and County shall at all times consist of not fewer than 1,971 full duty sworn officers. The staffing level of the San Francisco Police Department shall be maintained with a minimum of 1,971 full duty sworn officers thereafter.

(b) All officers and employees of the City and County of San Francisco are directed to take all acts necessary to implement the provisions of this section. The board of supervisors is empowered to adopt ordinances necessary to effectuate the purpose of this section including but not limited to ordinances regulating the scheduling of police training classes.

(c) Further the San Francisco Police Commission shall initiate an annual review to civilianize as many positions as possible to maximize police presence in the communities and submit that report to the Board of Supervisors annually for review and approval.

(d) The number of full duty sworn officers in the Police Department dedicated to neighborhood policing and patrol for fiscal year 1993 – 1994 shall not be reduced in future years, and all new full duty sworn officers authorized for the Police Department beginning with fiscal year 1994 – 1995 shall also be dedicated to neighborhood community policing, patrol and investigations. ☐

TEXT OF PROPOSED CHARTER AMMENDMENT
PROPOSITION E

To the Board of Supervisors of the City and County of San Francisco:

We, the undersigned, registered and qualified voters of the State of California, residents of the City and County of San Francisco, pursuant to Section 3 of Article XI of the California Constitution and Chapter 2 (commencing with Section 34450) of Part 1 of Division 2 of Title 4 of the Government Code, present to the Board of Supervisors this petition and request the following proposed amendment to the charter of this city and county be submitted to the registered and qualified voters of the city and county for their adoption or rejection at an election on a date to be determined by the Board of Supervisors.

The proposed charter amendment reads as follows:

San Francisco Charter Section 6.416
LIBRARY PRESERVATION FUND

(a) There is hereby established a fund for libraries, which shall be called the San Francisco Library Preservation Fund and shall be maintained separate and apart from all other city and county funds and appropriated by annual or supplemental appropriation pursuant to sections 6.205 and 6.306 of this charter. Monies therein shall be expended or used exclusively by the library department specified in section 3.560 of the charter, solely to provide library services and materials and to operate library facilities in accordance with this section.

(b) So long as the Library Preservation Fund exists as provided in this section, the following requirements shall apply:

(1) The library department shall operate no fewer than 26 branch libraries, a main library, and a library facility for the blind (which may be at a branch or main library).

(2) Not later than November 1, 1994, at least one public hearing shall be held at the main and each branch library, which at least one library commissioner shall attend and which shall receive the results of a survey of users' preferences as to the facility's operating hours.

(3) Following these public hearings, effective no later than January, 1, 1995, the library commission shall establish service hours for the main and each branch library, which shall not be reduced during the five years beginning January 1, 1995. Total annual average service hours shall be at least 1028 hours per week (that is, a level approximating the total service hours during fiscal year 1986 – 1987).

(4) The public hearing process specified in subsection (2) shall be repeated at five year intervals, being completed not later than November 1 of the year in question.

(5) Following these subsequent public hearings, the library commission may modify the individual and aggregate service hours established under subsection (3), for the five-year period beginning January 1, 2000 or January 1, 2005 respectively, based on a comprehensive assessment of needs and the adequacy of library resources.

Increasing library hours throughout the system and acquiring books and materials shall receive priority in appropriating and expending fund monies to the extent the funds are not needed to meet the preceding requirements of this subsection (b). Any requirement of this subsection may be modified to the extent made necessary by a fire, earthquake, or other event which renders compliance with the requirement impracticable.

(c) There is hereby set aside for the San Francisco Library Preservation Fund, from the revenues of the tax levy pursuant to section 6.208 of this charter, revenues in an amount equivalent to an annual tax of two-and-one-half cents ($0.025) for each one hundred dollars ($100.00) of assessed valuation for each of the fifteen fiscal years beginning with fiscal year 1994 – 1995. The treasurer shall set aside and maintain said amount, together with any interest earned thereon, in said fund, and any amounts unspent or uncommitted at the end of any fiscal year shall be carried forward to the next fiscal year and, subject to the budgetary and fiscal limitations of the charter, shall be appropriated then or thereafter solely for the purposes specified in this section. Said fund shall be in addition to any other funds set aside for libraries.

(d) The fund shall be used to increase the aggregate City appropriations and expenditures for services, materials and operation of facilities provided by the library department. To this end, the City shall not reduce the amount of City appropriations for the library department (not including appropriations from the Library Preservation Fund) in any of the fifteen years during which funds are required to be set aside under this section below the amount so appropriated, including appropriations from the San Francisco Children's Fund pursuant to section 6.415 of the charter and including all supplemental appropriations, for the fiscal year 1992 – 1993, adjusted as provided below. Said base amount shall be adjusted for each fiscal year after 1992 – 1993 based on calculations consistent from year to year, by the percentage increase or decrease in aggregate City appropriations for all purposes from the base year as estimated by the Controller. Errors in the Controller's estimate of appropriations for a fiscal year shall be corrected by adjustment in the next year's estimate. For purposes of this subsection, (i) aggregate City appropriations shall not include funds granted to the City by private agencies or appropriated by other public agencies and received by the City, and (ii) library department appropriations shall not include funds appropriated to the library department to pay for services of other City departments or agencies, except for departments or agencies for whose services the library department was appropriated funds in fiscal year 1993 – 1994. Within ninety days following the end of each fiscal year through fiscal year 2008 – 2009, the Controller shall calculate and publish the actual amount of City appropriations for the library department.

(e) If any provision of this section, or its application to any person or circumstance, shall be held invalid or unenforceable, the remainder of this section and its applications shall not be affected; every provision of this section is intended to be severable. ☐

Office of
SUZANNE D. CAUTHEN
1321 Montgomery Street
San Francisco, California 94133

415 391 0737

January 22, 2001

TO: Supervisor Leland Yee and Finance Committee Members

FM: Sue Cauthen & Colleagues on the Council of Neighborhood Libraries (as individuals)

RE: Finance Cmte Item January 24 on Funding of Main Library Maintenance & Improvements

Thank you for keeping an eye on library expenditures. A lot of work is required to bring New Main up to snuff. But we question using Prop E money to do it. The library has always told us that the Prop E set-aside money was intended to keep branches open by providing funds for more hours and books. They stressed that it could not be used for maintenance and improvements. During the recent branch bond issue campaign, library administration commended us for writing a newspaper article so stating.

At the Library Commission meeting January 19, the supplemental appropriation for Main maintenance & improvements specified Prop E (the Library Preservation Fund) as a funding source. When a commissioner questioned this use of Prop E money, the library administration quoted a city attorney finding that Prop E money can be used for any purpose that improves the library. When we asked library attorney Adine Varah for the citation, she referred us to Charter Section 16.109(a) which states that money in the Library Preservation Fund "shall be expended or used exclusively by the Library Department solely to provide library services and materials and to operate library facilities in accordance with this section."

We think it is a big stretch to take "operating" funds that were promoted as support for expanded services (i. e., books & hours) in branches and, instead, use the money to fix up the Main Library. We might look the other way if Prop E money were used to keep the lights on during the extra hours but we would hate to see the neighborhood libraries' book budget diverted to fund Main Library work that should have been done under the $100 million-plus New Main bond issue. This subverts the spirit of Prop E and, we strongly contend, the letter as well.

San Francisco voters approved the Prop E set-aside in the mid-1990s on assurances from its proponents that it was intended to benefit branches. Surely, it is bad faith to channel that money into Main Library improvements many years after passage, when memory of precise intent has faded. It sets a poor precedent and opens the door to future diversion of funds from the just-passed $106 million bond issue for branch renovation.

Sincerely,

Sue Cauthen, CNL Action Committee Chair

Dorothy Danielson, North Beach branch CNL representative

Chris Ortiz, CNL Steering Committee co-chair & Portola branch representative

Marcia Popper, Presidio branch representative

Chet Roaman, Mission branch representative

Karen Bevelander, Parkside branch representative

Main Library

0 Larkin Street at Grove
ın Francisco, California 94102-4705
15) 557-4400 General Information

Veb Site: www.sfpl.org

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ain Library Hours

	10–6
–Th	9–8
	12–6
t	10–6
n	12–5

lephone Renewal
7-4511
)0 AM–midnight

nline Renewal
vw.sfpl.org

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serves 557-4406

ok Arts Center and
ecial Collections
7-4560

n Francisco
story Center
7-4567

	Closed
–Th	9-5
	12–6
t	10–6
n	12–5

otograph Collection

W, Sun	Closed
, Th	1–5
t	10–12, 1-5

her Children's Center
7-4554

	10–6
–Th	9–8
	12–6
:	10–6
n	12–5

Project Read
557-4388
Adult Literacy Tutoring

M–F	9–5:30

Friends for Life
557-4351
Service to the home-bound with AIDS/HIV
M–F phone hours, 9–5

Dial-A-Story

English	437-4880
Cantonese	437-4883
Spanish	437-4882

Deaf Services Center
Voice: 557-4434;
TTY: 557-4433

Sun–M	Closed
Tu–Th	11–7
F–Sat	12–6

Library for the Blind and Print Disabled
557-4253

M, Th	1–6
Tu–W	10–6
F	12–6

The Library on TV
View events & programs on CITYWATCH Cable Channel 26

M	9:30–10:30 AM
W	9–10 PM
F	8–9 PM
Sat	noon–1 PM

Main Library Café
437-4838

M	10–5:30
Tu–Th	9–7:30
F	12–5:30
Sat	10–5:30
Sun	12–4:30

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minal:	VT100 (or other VT Emulation)
ta bits:	8
rity:	N (none)
p bit:	1
plex:	Full
eed:	1200–9600 baud

Branch Libraries

Effective January1, 2001

ANZA 666-7160
550 37th Avenue (near Anza) 94121
M, 12–6; Tu, 10–9; W, 12–9; Th, 10–6; F, 1–6; Sat, 1-6

BAYVIEW-ANNA .E. WADEN ♿ 715-4100
5075 3rd Street (at Revere) 94124
M, Tu, Sat, 10–6; W, 1–8; Th, 1-7; F, 1–6

BERNAL HEIGHTS 695-5160
500 Cortland Avenue (near Moultrie) 94110
Tu, 10–9; W, 1–9; Th, 10–6; F, Sat, 1–6

CHINATOWN ♿ 274-0275
1135 Powell Street (near Jackson) 94108
M, 1–9; Tu, W, 10–9; Th, Sat, 10–6; F, 1–6; Sun, 1–5
Children's Room
M, F, 1–6; Tu, 10–8; W, 10–8; Th, Sat, 10–6; Sun, 1–5

EUREKA VALLEY/
HARVEY MILK MEMORIAL 554-9445
3555 16th Street (near Market) 94114
M, 12–6; Tu, 10–9; W, 12–9; Th, 10–6; F, 1–6; Sat, 1-6

EXCELSIOR 337-4735
4400 Mission Street (at Cotter) 94112
M, 1–9; Tu, W, 10–9; Th, Sat, 10–6; F, 1–6; Sun, 1–5

GLEN PARK 337-4740
653 Chenery Street (near Diamond) 94131
Tu, 10–6; W, 12–8; Th, 1–7; F, Sat, 1–6

GOLDEN GATE VALLEY 292-2195
1801 Green Street (at Octavia) 94123
Tu, 10–6; W, 12–8; Th, 1–7; F, Sat, 1–6

INGLESIDE ♿ 337-4745
387 Ashton Avenue (near Ocean) 94112
Tu, 10–6; W, 12–8; Th, 12-6; F, 1–6; Sat, 1–6

MARINA 292-2150
1890 Chestnut Street (near Webster) 94123
M, Tu, Sat, 10–6; W, Th, 1–9; F, 1–6; Sun, 1–5

MERCED 337-4780
155 Winston Drive (at 19th Avenue) 94132
Tu, 10–9; W, 1–9; Th, Sat, 10–6; F, 1–6

MISSION ♿ 695-5090
300 Bartlett Street (at 24th Street) 94110
M, 1–9; Tu, W, 10–9; Th, Sat, 10–6; F, 1–6; Sun, 1–5
Children's Room
M,F, 1-6; Tu, W, 10-8; Th, Sat, 10-6; Sun, 1-5

NOE VALLEY/SALLY BRUNN 695-5095
451 Jersey Street (near Castro) 94114
Tu, 10–9; W, 1–9; Th, Sat, 10–6; F, 1–6

NORTH BEACH 274-0270
2000 Mason Street (at Columbus) 94133
M, 12–6; Tu, 10–9; W, 1–9; Th, 10–6; F, Sat, 1–6

OCEAN VIEW ♿ 337-4785
345 Randolph Street (at Ramsell) 94132
Tu, W, 10–7; Th, F, 1–6; Sat, 1–6

ORTEGA ♿ 753-7120
3223 Ortega Street (at 39th Avenue) 94122
M, Tu, Sat, 10–6; W, Th, 1–9; F, 1–6

PARK ♿ 666-7155
1833 Page Street (near Cole) 94117
Tu, 10–9; W, 1–9; Th, Sat, 10–6; F, 1–6

PARKSIDE 753-7125
1200 Taraval Street (at 22nd Avenue) 94116
M, F, 1–6; Tu, 10–9; W, 1–9; Th, Sat, 10–6

PORTOLA ♿ 715-4090
2450 San Bruno Avenue (at Silliman) 94134
Tu, 10–6; W, 12–8; Th, 1–7; F, Sat, 1–6

POTRERO 695-6640
1616 20th Street (near Connecticut) 94107
Tu, 10–8; W, 12–8; Th, 10–6; F, Sat, 1–6

PRESIDIO ♿ 292-2155
3150 Sacramento Street (near Baker) 94115
Tu, 10–9; W, 1–9; Th, Sat, 10–6; F, 1–6

RICHMOND 666-7165
351 9th Avenue (near Clement) 94118
M, Sat, 10–6; Tu, W, 10–9; Th, 1–9; F, 1–6; Sun 1–5
Children's Room ♿ 666-7021
M, Sat, 10–6; Tu, 10–8; W, 10–8; Th, F, 1–6; Sun, 1–

SUNSET ♿ 753-7130
1305 18th Avenue (at Irving) 94122
M, 1–9; Tu, W, 10–9; Th, Sat, 10–6; F, 1–6; Sun, 1–
Children's Room 753-7049
M, F, 1–6; Tu, W, 10–8; Th, Sat, 10–6; Sun, 1–5

VISITACION VALLEY 337-4790
45 Leland Avenue (near Bayshore) 94134
Tu, 10–6; W, 12–7; Th, 1–7; F, Sat, 1–6

WEST PORTAL 753-7135
190 Lenox Way (at Ulloa) 94127
M, 1–9; Tu, W, 10–9; Th, Sat, 10–6; F, 1–6; Sun, 1–

WESTERN ADDITION 292-2160
1550 Scott Street (at Geary) 94115
M, 1–9; Tu, Sat, 10–6; W, 10–9; Th, F, 1–6

FRIENDS & FOUNDATION 557-4257
BOOK BAY AT THE MAIN
GROVE STREET LOBBY KIOSK
M, 10–6; Tu-Th, 9–8; F, 12–6; Sat, 10–6; Sun, 12–5

TOOL LENDING CENTER 467-8665
2713 San Bruno Avenue (at Bacon) 94134
M, 11–7; Th-F, 11–7; Sat-Sun, 9–5

Branches that are underlined are resource branches.

♿ = Wheelchair accessible.

SFPL-421 (01/01

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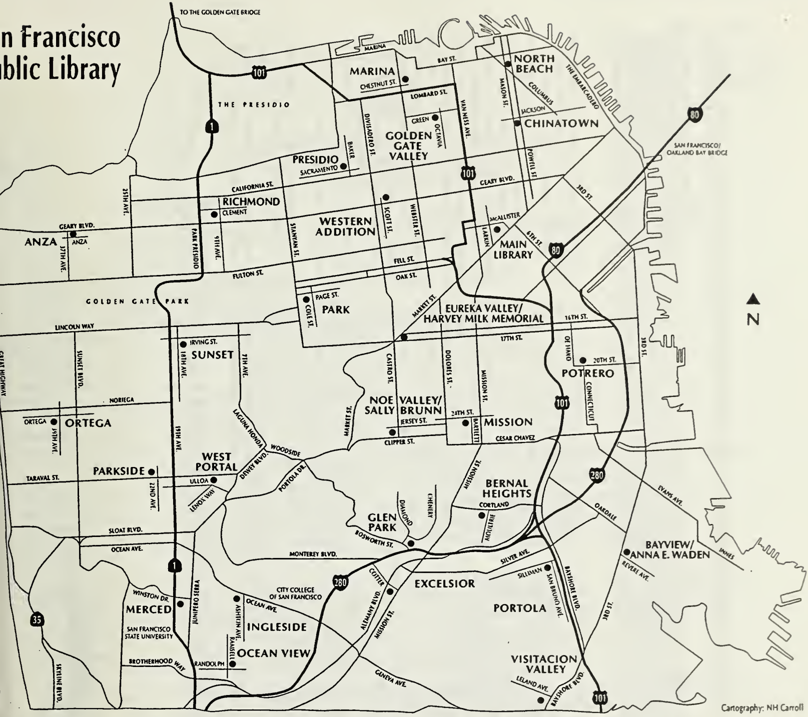

TO THE GOLDEN GATE BRIDGE
THE PRESIDIO
MARINA
NORTH BEACH
CHINATOWN
GOLDEN GATE VALLEY
PRESIDIO
RICHMOND
WESTERN ADDITION
ANZA
MAIN LIBRARY
PARK
EUREKA VALLEY/ HARVEY MILK MEMORIAL
SUNSET
POTRERO
NOE VALLEY/ SALLY BRUNN
MISSION
ORTEGA
WEST PORTAL
PARKSIDE
BERNAL HEIGHTS
GLEN PARK
BAYVIEW/ ANNA E. WADEN
EXCELSIOR
MERCED
INGLESIDE
OCEAN VIEW
PORTOLA
VISITACION VALLEY
GOLDEN GATE PARK
CITY COLLEGE OF SAN FRANCISCO
SAN FRANCISCO STATE UNIVERSITY
SAN FRANCISCO/ OAKLAND BAY BRIDGE
101
1
80
280
35
N

Cartography: NH Carroll

RARY BRANCH	PUBLIC TRANSPORTATION
	BART*; F, J, K, L, M, N, 5, 6, 7, 9, 19, 21, 26, 42, 47, 49, 71
	18, 38L, 38 "To 48 & Pt. Lobos"
iew/Anna E. Waden	15, 23, 24, 44, 54
l Heights	24, 67
atown	1, 9x, 12, 30, 45, 83; Cable Cars: Powell-Hyde, Powell-Mason
a Valley/Harvey Milk	F, J, K, L, M, 22, 24, 35, 37
sior	14, 44, 49, 52
Park	BART*; 23, 26, 44, 52
n Gate Valley	41**, 45
ide	K
y For The Blind Main Library)	BART*; F, J, K, L, M, N, 5, 6, 7, 9, 19, 21, 26, 42, 47, 49, 71
a	22, 28, 30, 43
d	M, 17, 18, 28, 29

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LIBRARY BRANCH	PUBLIC TRANSPORTATION
Mission	BART*; 14, 26, 48, 49, 67
Noe Valley/Sally Brunn	24, 35, 48
North Beach	15, 30, 39, 41**, 45; Cable Car: Powell-Mason
Ocean View	M, 26, 88
Ortega	29, 71
Park	7, 33, 37, 43, 71
Parkside	L, 28
Portola	9, 9X, 44
Potrero	19, 22, 48, 53
Presidio	1, 3, 4, 43
Richmond	1, 2, 4, 28, 38, 38L, 44
Sunset	N, 28, 29, 71
Visitacion Valley	9, 9X, 15, 56
West Portal	K, L, M, 17, 48
Western Addition	2, 4, 24, 38, 38L

** The 41 operates from 6 AM to 8 AM and from 4 PM to 6 PM on weekdays.

SFPL COMMENDED US ON THE ACCURACY OF THIS ARTICLE.

10.17.00
INDEPENDENT

Neighborhood libraries need our help

Viewpoint
By Sue Cauthen

San Francisco's neighborhood libraries are the workhorses of the system. No glamour.

No frills. For nearly 100 years, they have been providing books to the community. And it's all free.

Scattered throughout the city, the 26 branches provide kids, seniors, and everyone in between with easy access to the best examples of recorded thought since civilization began. From *Beowulf* to Betjeman, Ionesco to the Information Superhighway, the triumphs of literature and technology are available to all San Franciscans within minutes of their homes.

Paradoxically, it's a lot easier to pillory cherished institutions than to praise them. And the San Francisco Public Library gets its share of criticism. But there is no comparable institution that blends education and pleasure, is open seven days a week, serves every neighborhood, and doesn't cost a dime.

There were more than 2 million visits to our branches last year. The library bond issue on the November ballot is designed to make it possible to provide even more service to the neighborhoods. The new team running the library has plans to expand its satellite branches and even to build a new one.

A library card provides access to more than 2 million books and thousands of magazines, newspapers, and videos. And, thanks to computer technology, anybody can order any book in the system from any branch in the city — or from their home — and get it in a few days. The public library is also connected to most libraries in California, enhancing the reach of the library user. But some of the branches don't have the capacity to plug in.

Most of our branches are the victims of deferred maintenance at the hands of mayors like Agnos and Jordan, who tried to balance the budget on the backs of neighborhood libraries by closing them or cutting their hours. Proposition E in 1988 ensured that all 26 branches would remain open, that money would be set aside for books, and that hours would be increased. None of that money can be used for anything else — including maintenance.

Today, most of the branches could use heavy-duty physical upgrades. And four need to move out of their tiny, sometimes-squalid rented buildings (The Visitacion Valley branch has reportedly had problems with rats!). Proposition A on next month's ballot will provide the money — $106 million — to make it happen.

Since the library doesn't have the lobbying clout of some other public benefits (Laguna Honda comes to mind.), it's had a hard time prying loose funds for retrofits, or even for giving schoolkids Internet access, and it's missing in some of our most disadvantaged neighborhoods.

The new team of librarians in charge of the SFPL is committed to modernizing our branches, as well as making them seismically safe and accessible to the disabled. They had nothing to do with the gaffes of past leadership.

The public library is not the Planning Department. The SFPL's mission is to promote the public good and improve the quality of life for all segments of our community. But as current Planning Department actions often seem to be jump-started by the developers, so the library gets its share of criticism for accepting funds from its supporters.

The fact is that fiscal realities for libraries and other cultural institutions often require revenue streams independent of the city treasury.

Try getting the most choice season tickets to the opera without making a hefty donation! Sadly, there's never enough money to go around, and the lure of big campaign donations tends to blur the focus of the politicians.

That's why the library is going to the public with Prop. A. The folks in charge are determined to even things out by making our branches better. I'm supporting Prop. A because it's a good deal for San Francisco's neighborhoods.

Sue Cauthen is a longtime library user and co-chair of the Council of Neighborhood Libraries steering committee.

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FEB 1 2 2001

SAN FRANCISCO
PUBLIC LIBRARY

/01

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

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Acting City Librarian

Michael Housh
Commission Secretary

NOTICE OF MEETING

A special meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, February 15, 2001
TIME: 4:00PM
PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order

AGENDA: * **

1. INTERNET AND INTELLECTUAL FREEDOM PRESENTATION — DISCUSSION
   Presentation on and discussion of issues related to intellectual freedom and Library patrons access to and use of the Internet and Internet resources.
   Explanatory documents: Internet filtering legal issues, an update on federal regulations regarding Internet use, and an American Library Association (ALA) memo on Children's Internet Protection.

2. CHILDREN AND YOUTH SERVICES PLAN REPORT — DISCUSSION
   Presentation of, and discussion of a report by the Department of Children, Youth, and their Families concerning its 2001 Children and Youth Services Plan.
   Explanatory document: Proposed Children and Youth Services Plan 2001

3. TOOL LENDING CENTER UPDATE REPORT — DISCUSSION
   Presentation of, and discussion of a report on the activities of the Library's Tool Lending Center since its opening.

4. PUBLIC COMMENT — DISCUSSION
   (This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

5. ADJOURNMENT (requires motion and public comment) — ACTION

* Public comment will be taken before or during the Library Commission's consideration of each agenda item.

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at http://sfpl.lib.ca.us/.
Michael Housh, Commission Secretary - 2/2/01

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

Michael Housh, Commission Secretary
1/9/01

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commissioners
From: Susan Hildreth, Acting City Librarian SH
Re: Update on Federal Regulations regarding Internet Use
Date: February 15, 2001

As you may recall, we discussed this new Federal legislation on January 2, 2001. Subsequent to that, I have attended the American Library Association Mid-Winter Conference in Washington, D.C., where this issue was a major topic. Please see the attached information. Key developments include the following:

- The American Library Association (ALA) has decided to file suit in this matter on behalf of all libraries. It is expected that the suit will be filed in the next few months and may request a temporary injunction on the implementation of this legislation.

- The American Civil Liberties Union (ACLU) will also file suit in this matter on behalf of public libraries only. It is anticipated that, when both ALA and ACLU suits are filed, they may be joined together in the courts.

- The Federal Government is going forward with rule-making for the legislation. Libraries are being given the opportunity to comment on this rule-making until today. San Francisco Public Library has submitted comments.

- Action on this issue is not required immediately. Libraries will not be required to certify that they are in compliance with this legislation until October 2001.

I will keep you updated on this important matter as developments continue to unfold.

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum
To: Library Commissioners
From: Susan Hildreth, Acting City Librarian SH
Re: Federal Regulations regarding Internet Use
Date: January 2, 2001

A new Federal law is being enacted that requires public libraries and schools that receive federal funding for Internet access to install filtering software on all computers. The Labor, Health, Human Services and Education appropriations bill that was approved by Congress on December 15, 2000, includes a section on "Children's Internet Protection" which mandates a "technology protection measure" (filtering software) on all computers purchased with Federal funds and/or "technology protection measures" on all computers in public libraries and schools that take advantage of Federal telecommunications discounts (E-rate). This mandate will take effect 120 days after the bill's passage, about mid-April 2001.

In December 1998, the San Francisco Public Library Commission adopted an Internet Use Policy, attached, which states "The Library does not monitor or control the content of the material accessed through the Internet…". This policy is not in conformance with the Federal mandate and could impact the Library's eligibility to receive Federal telecommunications discounts (E-rate discounts) or to use Library Services and Technology Act (LSTA) funds to purchase computers or pay for access to the Internet. The policy will impact eligibility for Federal funding or discounts in fiscal year 2001/02.

In fiscal year 2000/01, the Library is receiving the following Federal funds or discounts that may be subject to elimination in 2001/2002 due to the new Federal mandate:

Telecommunications discounts (E-rate)	$66,981
Access News (LSTA) (touch-tone access to newspapers for the visually disabled)	$24,904
School Services Corps (LSTA) (portion may be used for Internet access)	$135,464
Teacher/Librarian Institute (ESEA III)	$26,000
TOTAL	$253,349

In fiscal 2001/02, the Library estimates that the following Federal funds or discounts would be eliminated:

Telecommunications discounts	$70,000
Internet access discounts	$13,000
Internet equipment discounts (one-time)	$32,000
Access News	$24,000
School Services Corps (Internet portion)	$15,000
Teacher/Librarian Institute	$26,000
TOTAL	$180,000

Because the LSTA and ESEA III funds are awarded on a competitive basis and vary annually depending on the number of projects funded, the impact of the new mandates on these funds is somewhat unpredictable. Also, if the mandate specifically limits the filtering requirement to computers or Internet access that is supported by the specific grant, then those types of purchases or functions would not be included in project proposals, which could allow projects to be eligible for funding.

The most significant impact on the Library will be the loss of the E-rate discounts, which can apply to both ongoing services and purchases of equipment to provide access to the Internet. We estimate that this loss would be at least $85,000 - $100,000 annually.

It is anticipated that the American Civil Liberties Union and the American Library Association will take legal action against this measure. It is also likely that further interpretations of the measure will be issued, clarifying the applications and specific restrictions of the language.

I am recommending that the Library Commission reaffirm its support of the existing Internet Use Policy. Also, I recommend that, because the existing Internet Use Policy could result in loss of revenue to the City, the policy be forwarded to the Board of Supervisors for their endorsement. Although Library policy is set by the Commission, I believe that the Board of Supervisors should be requested to endorse the Commission's reaffirmation of this policy, in light of the fact that it could result in revenue loss to the Library and the City.

Children's Internet Protection

Washington Office Legislative Update ALA Midwinter Conference 2001

GENERAL INFORMATION:

Congress passed the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act as part of a major spending bill (H.R. 4577) on December 15, 2000. President Clinton signed the measures into law on December 21, 2000 (Public Law 106-554). The law places restrictions on the use of funding that is available through the Library Services and Technology Act, Title III of the Elementary and Secondary Education Act, and the Universal Service program known as the E-rate. These restrictions take the form of requirements for Internet safety policies and technology protection measures that block and filter certain material from being accessed through the Internet. The law will become effective on April 20, 2001.

CONTINUE TO APPLY:

Don't let your library miss out. Continue to use current federal grants and E-rate discounts. The new laws do not go into effect until April 20, 2001 and the laws look toward funding and application cycles that begin after that effective date. Do not rush to make changes in your current policies and procedures. Court action could overturn these laws. In many cases, regulations or guidance for implementing these laws will take some time. Take this time to become informed and to inform your community. Be sure to communicate with local legal counsel. Then, make decisions about whether or not to continue to seek these federal funds and thus comply with new restrictions.

PREPARE FOR INCREASED ATTENTION:

The new Children's Internet Protection laws are likely to increase press and community interest in how your library manages public Internet access. Be prepared. Post your policies related to Internet use and safety. ALA has updated its Libraries and the Internet Toolkit, Tips and Guidance for Managing and Communicating about the Internet, and will be holding training sessions during conferences on answering tough questions, working with the press and complying with new regulations. The new toolkit is available online at **http://www.ala.org/alaorg/oif/internettoolkit.html.**

SHARE STORIES:

As with any legislation, lawmakers need to know the impact of their efforts. If your library changes its locally developed Internet use policy to comply with new requirements, be sure to keep your legislators informed of the impact these changes make on library services. Inform your library users of changes made in your policies because of the Children's Internet Protection laws so they can let their legislators know how the laws have impacted them.

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ALA Washington Office January 13, 2001

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San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the special meeting of Thursday, February 15, 2001

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Darian W. Swig
Commissioners

Susan Hildreth
Acting City Librarian

Michael Housh
Commission Secretary

The San Francisco Public Library Commission held a special meeting on Thursday, February 15, 2001 in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4:08 PM.

The following members were noted present: Bautista, Higueras, Steiman, and Swig.

The Secretary reported that Commissioners Coulter and Streets were excused attendance. Commissioner Chin joined the meeting at 4:13 PM

AGENDA ITEM #1 - INTERNET AND INTELLECTUAL FREEDOM PRESENTATION

Acting City Librarian Susan Hildreth provided the Commissioners with a detailed presentation concerning the potential fiscal and policy implications for the Library of the recently adopted federal Children's Internet Protection Act (CIPA). Ms. Hildreth informed the Commissioners concerning lawsuits to be filed by the American Library Association (ALA) and the American Civil Liberties Union (ACLU) to block implementation of this mandatory internet filtering law. The Acting City Librarian reported that while federal rulemaking pursuant to this law was ongoing, the Library would not be required to certify that its computers were in compliance until sometime in the Fall. She further noted that even this date could be pushed further back if the federal courts granted injunctions to be sought by the ALA and the ACLU against enforcement of the law pending resolution of legal challenges. The Acting City Librarian then introduced Ms. Mary Minow, who had previously presented six workshops for library staff on these issues.

Ms. Minow, a library consultant, former Librarian, Vice President of CALTAC, writer, and Adjunct Professor of Library Law at San Jose State University presented the Commission with an extensive overview of the issues raised by this legislation and other efforts to limit access to information available on the Internet to Library patrons both children and adults. She stated that it was her belief that it was practically impossible to effectively screen all objectionable material on the Internet. Ms. Minow next gave an overview of the legal history of this controversy and highlighted the legal issues involved. She explained how various Internet filtering systems were designed to work as well as how these designs significantly failed to appropriately distinguish between objectionable and non-objectionable sites on the Internet. Ms. Minow then discussed various other legal cases such as the Loudon County, Virginia Public Library case and a case involving the Livermore Public Library which impacted this issue. Ms. Minow concluded that the majority of speech was constitutionally protected, that the technology did not exist to only filter objectionable materials, and that in the final analysis judgement concerning what was objectionable was very subjective and there were no commonly accepted standards.

Public comment on Agenda Item #1 - INTERNET AND INTELLECTUAL FREEDOM PRESENTATION

An anonymous member of the public was glad to hear a serious discussion of this important topic, noting that it was of crucial concern to define what is illegal while upholding the fundamental 1st Amendment principle of a lack of prior restraint of speech. The anonymous member of the public also discussed the significant issue that the Internet can distribute material widely that may be legal in some places and illegal in others citing a case involving the French government attempting to block access to what it found to be objectionable web sites. This individual noted that this issue was of great concern to the library profession and should be taken very seriously. Mr. Peter Warfield noted that he was glad to hear this discussion on a big and difficult topic. Mr. Warfield discussed another approach which he had heard of that a library could pre-select the sites to be available in the same manner materials are included in the catalog. Mr. Warfield commented that he had concerns that the Library's existing Internet Policy could lead to excessive monitoring of patron use of the Internet by library staff.

Commission comment on Agenda Item #1- INTERNET AND INTELLECTUAL FREEDOM PRESENTATION

Vice President Steiman noted that the Library's Children's' Center did pre-select the sites which are prompted to those computers. She additionally discussed the many complexities and potentially great value of having unrestricted access to information on the Internet for all patrons. President Higueras noted that there were other effective ways in which the goals of this legislation intended to protect children could and were being met. He additionally noted that when the bond program renovation work is being done, that the placement of public access computers would be carefully considered to discourage misuse of Library Internet resources. Commissioner Chin observed that kids frequently know more about computers than their parents and that it is a task for schools and the Library to educate children about the Internet. Commissioner Chin noted that schools get signed waiver releases against any misuse of their computers. President Higueras pointed out that it is a responsibility of parents to guide their children's use of computers. Vice President Steiman noted that the same censorship issues existed for books and that it should never be the Library's role to censor. In response to questions by President Higueras, Ms. Minow reiterated that it was effectively impossible given current technology to only filter objectionable sites. The Acting City Librarian reported that there was no immediate need for the Commission to take action on this matter and that staff would monitor developments and keep the Commissioners up to date as the situation with this law developed. Ms. Toni Bernardi, Chief of Children and Youth Services, presented the Commissioners with a detailed overview of how the Library was currently managing this situation. She specifically

The number of members of the public who spoke anonymously at this meeting. 2

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

noted that there had not been any problems with misuse of Library computers

AGENDA ITEM #2 - CHILDREN AND YOUTH SERVICES PLAN REPORT

Ms. Deborah Alvarez, Director of the Department of Children, Youth, and their Families gave a detailed presentation to the Commission on the 2000-2002 Children and Youth Services Plan. Ms. Alvarez reported that this plan, approved by the Mayor and the Board of Supervisors, included an important role for the Library in meeting vital needs of San Francisco's children and their families. Ms. Alvarez discussed how the plan had been developed, and what progress had been made in achieving the goals set out in the plan. She mentioned the creation of the Children's Web Portal, how the $24 million Children's fund would be used to maximize services, and how changing demographics challenged the ways that services are distributed to children and youth across the city. Ms. Alvarez mention the creation of the Children's Cabinet to pull together the many government entities working with children to better identify goals and set priorities to address real needs. Ms. Alvarez described ongoing strategic planning efforts, including use of targeted focus groups to gather needed information to guide effective planning. She noted that the problem was not only access to the wide array of information available from many sources, but also meeting with and sharing with parents about their family's needs. Ms. Alvarez emphasized that her Department wanted to find ways to bring all City Departments together to maximize the delivery of services to children and youth. Ms. Alvarez stated that it was a major responsibility to effectively gather information, conduct careful analysis of it, and plan for the future to effectively meet the needs identified.

Public comment on Agenda Item #2 - CHILDREN AND YOUTH SERVICES PLAN REPORT

An anonymous member of the public commented on the thoughtfulness of the statement presented, but questioned what would be discovered if the details were examined as closely as this individual does Library related matters. The anonymous member of the public noted the importance of looking at the outcome to confirm if the funds expended are actually working to benefit children. This individual noted that youth are at risk, cited a reference to them as human capital, and commented that it was a widely held view that young people need training to be able to effectively participate society. The anonymous member of the public did not see such training being provided and noted that there must be accountability, including accountability by the Library Commission for its part in this effort.

Commission Comment on Agenda item #2 - CHILDREN AND YOUTH SERVICES PLAN REPORT

President Higueras noted the Library's very active role in and support of Department of Children, Youth, and their Families' activities. He emphasized that the Library Commission was strongly committed to creating a hospitable environment for youth, in particular teenagers, as a key planning element in the branch library bond program. Commissioner

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Bautista pointed out that another underserved group was seniors and that the Library should maximize its efforts to match seniors and youth. She noted that children needed greater interpersonal contact with their elders. In response to questions by Commissioner Chin there was a discussion of how to identify what programs work effectively and how to continue to monitor and measure their success. Ms. Alvarez discussed in some detail how her Department monitored the effectiveness of the programming of the agencies it funded and noted that each program was evaluated at four levels with specific benchmarks identifying outcome goals being set. Ms. Alvarez reported that her Department has undertaken a major re-evaluation of the entire scope of city funded children and youth programs which had resulted in an even closer look at 48 priority youth service program to see if their services produced expected results. In response to a question by Commissioner Bautista, Ms. Alvarez observed that the Youth Commission had played a very active role in this review and had made very useful contributions in identifying how some services could be better provided. Commissioner Chin called attention to the special needs of "latch key" kids and urged more after school activities be funded to meet their needs. Responding to a comment by Commissioner Chin, Ms. Alvarez called attention to the important role that the 8 "Beacon School" programs were taking to address the social, physical, and intellectual needs of children, teenagers, and their families. Commissioner Bautista noted that children and youth needed more arts and music programs to develop their talents and that the city should fund weekend youth music programs in the parks.

AGENDA ITEM #3 - TOOL LENDING CENTER UPDATE

Ms. Amanda Thomas of the San Francisco League of Urban Gardeners (SLUG), the Program Manager for the Tool Lending Center gave the Commission a update report on the Tool Lending Center since its opening on January 4, 2001. Ms. Thomas reported that 80 people had attending the Grand Opening festivities that were extensively covered in the local electronic and print media. She informed the Commissioners that the Tool Center had 175 registered patrons, mostly from District 10 the center's near neighborhoods, and that 445 tools had been circulated with any problems. Ms. Thomas called attention to the fact that power tools were the most commonly borrowed items but that demolition hammers, sanders, saws, drills, carpentry tools, and gardening tools, including water hoses, were also popular. Ms. Thomas reported that gardening tools had been borrowed for a school gardening class. The Tool Center Manager praised the expertise of her crew of tool experts that had given useful advice and guidance to patrons with questions about the proper tool for and use on particular jobs. Ms. Thomas reported receiving inquiries from Palo Alto and San Jose concerning the possibility that those cities might create their own tool lending programs. The Acting City Librarian then presented an extensive group of video clips from the local television news coverage of the Tool Lending Center's January 4th opening.

Public comment on Agenda Item #3 - TOOL LENDING CENTER UPDATE

Mr. Ed Regan strongly supported the Tool Center but thought the concept premature. Mr. Regan inquired and was informed that the Tool Center accepted gifts of new tools. An anonymous member of the public found the presentation heartwarming, but expressed concern that patrons be instructed in safe use of tools, and had other concerns about liability risks inherent in having people use dangerous power tools. The anonymous member of the public also requested that in the future written reports on the Tool Center be made available to the public.

Commission comment on Agenda Item#3 - TOOL LENDING CENTER UPDATE

Commissioner Swig noted that while this program seemed to meet a need in the community,she expressed serious reservations about how the Tool Lending Center fit into the primary mission of the Library and expressed continuing concern with the long-term liability risks inherent in the program. In response to Commissioner Swig's concerns Ms. Thomas explained the step by step safety instructions, both verbal and in writing, that is included when each tool is borrowed. Ms. Thomas also described the indemnification form, approved by the City Attorney's Office, which borrowers are required to sign before receiving tools. In response to questions by Commissioners Bautista and Steiman, the Acting City Librarian explained that why the decision was made that Tool Center borrowers did not need to have a library card to borrow tools. She further described the options available for access to library materials for Tool Center patrons at the nearby Portola Branch Library. Responding to questions by Commissioner Bautista, Ms. Thomas explained that no deposit was required to borrow tools and that there had been no problems. In response to a question by Commissioner Swig, Ms. Thomas described the kinds of phone advice that the Tool Center had been providing. Ms. Thomas informed the Commissioners that the Tool Center planned to begin a series of tool use and safety classes available to patrons. Responding to a question by Commission Chin, Ms. Thomas described late tool fines as $1 to $2per day for small hand tools and up to $5 to $15 dollars per day for larger power tools. In answer to a question by Commissioner Bautista, Ms. Thomas explained how damaged tools were repaired. The Acting City Librarian also called the Commissioners' attention to the efforts of SLUG Executive Director Ms. Cory Colandra in making this project a success.

AGENDA ITEM #4 - PUBLIC COMMENT

Mr. Ed Regan called for creation of a teen room in every branch library. Mr. Peter Warfield thanked Commissioner Swig for her observation that the Tool Lending Center was outside of the scope of the Library's Mission Statement, and urged that it be reviewed. Mr. Warfield expressed appreciation to the Acting City Librarian and the Commission for presenting the discussion on the Internet and intellectual freedom, observing that it was a complex and difficult issue to take on. An anonymous member of the public commented generally on issues involved in intellectual freedom. The anonymous member of the public found this to be a very serious issue. This person noted surprising results from Internet word searches and the difficulties with filtering software. The anonymous member of the public recalled previous controversies at the Library involving NAMBLA, questions of witch-hunts, and concerns about how to respond to "hate speech". This individual thought this a challenging 1st Amendment issue, noting that the Internet brings what has been underground to wider public notice. Ms. Deborah Doyle, Friends and Foundation, called the Commission's

The number of members of the public who spoke anonymously at this meeting 1.

attention to the abrupt elimination of a well used Muni bus stop for the #19 Polk Street Line at the Larkin Street entrance of the Main Library. Ms. Doyle urged the Commissioners to make Muni administration aware of the serious negative impact eliminating this stop has on many elderly and disabled library patrons.

Agenda Item #5 - ADJOURNMENT

MOTION: by Commissioner Bautista, seconded by Vice President Steiman that the meeting be adjourned.

Public comment on Agenda Item #5 ADJOURNMENT

None offered

ACTION: AYE 5-0 (Bautista, Chin, Higueras, Steiman, and Swig)

The meeting was adjourned at 5:59PM

Michael Housh, Commission Secretary 3/28/01

The number of members of the public who spoke anonymously at this meeting 1.

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Draft Minutes of the special Commission Meeting of February 15, 2001

Appendix A

The Public Comment Summary Statements included in these draft Minutes are authorized by San Francisco Administrative Code Section 67.16..

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The number of members of the public who spoke anonymously at this meeting. 1

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PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, March 6, 2001
TIME: 4:00PM
PLACE: Koret Auditorium, Main Library, lower level

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Darian W. Swig
Commissioners

Susan Hildreth
Acting City Librarian

Michael Housh
Commission Secretary

The meeting will be called to order

AGENDA: * **

1. APPROVAL OF THE JANUARY 2, 2001 MINUTES — ACTION
   Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of January 2, 2001.
   Explanatory document: draft minutes

2. CITY LIBRARIAN'S REPORT by Acting City Librarian Susan Hildreth — DISCUSSION
   (This a discussion item is to allow the City Librarian to report on recent Library activities and make announcements)
   This report will consist of a personnel update, a Prop 14 Bond Act Board meeting report, a report on the Fine and Fee Schedule status, a Main bus stop report, a report on the CALTAC workshop, a discussion of the migration process to a web based system, and a report on branch maintenance projects.

3. AMERICAN RED CROSS PRESENTATION — DISCUSSION
   Presentation and discussion of a report on American Red Cross programs and March as Red Cross Month related activities

4. LIBRARY PRUDENT BUDGET RESERVE — ACTION
   Presentation and discussion of and possible action to set a prudent reserve level for the Library's budget
   Explanatory document: Report on suggested prudent budget reserve.

5. RESOLUTION ON THE AMERICAN LIBRARY ASSOCIATION JUNE 2001 MEETING. — ACTION
   Presentation and discussion of and possible action to approve a resolution calling on the American Library Association to relocate events at its June 2001 Meeting in San Francisco away from the Marriott Hotel in cognizance of the ongoing labor dispute involving that hotel.
   Explanatory document: draft resolution

6. FRIENDS AND FOUNDATION REPORT **DISCUSSION**
(This item is to allow the Friends and Foundation of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

7. UNION REPORT **DISCUSSION**
(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

8. NEW BUSINESS **DISCUSSION**
(This item is to allow Commissioners to introduce new agenda items for future consideration.)

9. PUBLIC COMMENT **DISCUSSION**
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

10. ADJOURNMENT **(requires motion and public comment)** ACTION

*** Public comment will be taken before or during the Library Commission's consideration of each agenda item.**

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at http://sfpl.lib.ca.us/.
Michael Housh, Commission Secretary - 2/28/01

Resolution requesting the American Library Association (ALA) to make alternative arrangements for its meetings, events and lodging that are currently scheduled for the San Francisco Marriott Hotel for its annual conference to be held in June 2001; and supporting the boycott of the San Francisco Marriott Hotel that is being requested of all ALA conference attendees by Local 2, Hotel Employees and Restaurant International Employees Union (HEREIU), which represents 925 workers at the Marriott, and Local 790, Service Employees International Union (SEIU), which represents public library staff in San Francisco and Oakland.

WHEREAS, the American Library Association has selected the San Francisco Marriott Hotel as its convention headquarters hotel for its annual conference to be held in San Francisco in June 2001; and

WHEREAS, the San Francisco Marriott Hotel had agreed it would not interfere with workers' right to unionize when it was given permission by the City to build on its land in 1980; and

WHEREAS, since 1996, when Local 2 was selected by a majority of Marriott employees to represent them, over 120 negotiating sessions have been held and still there is no labor agreement in place; and

WHEREAS, in September 2000, Local 2 called for a boycott of the San Francisco Marriott Hotel, which is supported by the Mayor, most of the Board of Supervisors and other elected officials as well as many community and religious leaders; now therefore be it

RESOLVED, That the San Francisco Public Library Commission requests the American Library Association to make alternative arrangements for its meetings, events and lodging that are currently scheduled for the San Francisco Marriott Hotel for its annual conference to be held in June 2001; and therefore be it

RESOLVED, That the San Francisco Public Library Commission supports the boycott of the San Francisco Marriott Hotel, that is being requested by HERE International Union, Local 2 and SEIU, Local 790, of all ALA conference attendees.

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

Michael Housh, Commission Secretary
1/9/01

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San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

Villie L. Brown, Jr.
Mayor

harles A. Higueras, A.I.A.
resident

arol Steiman
ice President

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usan Hildreth
cting City Librarian

Michael Housh
ommission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Tuesday, March 6, 2001
The San Francisco Public Library Commission held its regular meeting on Tuesday, March 6, 2001 in the Koret Auditorium, Main Library.

Vice President Steiman called the meeting to order at 4:02 PM. The following members were noted present: Vice President Steiman, and Commissioners Chin, Coulter Streets, and Swig.

The Secretary noted Commissioners Bautista and Higueras were excused attendance.

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF JANUARY 2, 2001 REGULAR COMMISSION MEETING

Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF JANUARY 2, 2001 SPECIAL COMMISSION MEETING

An anonymous member of the public commented on the delay in approving the meeting Minutes citing the Sunshine Ordinance's requirement that draft Minutes be posted within 10 days of a meeting. The anonymous member of the public observed that a long delay promoted confusion in responding to draft Minutes, noted that documents attached to the Minutes were placed between the cover page for Appendix A Public Comment Summary Statements and those statements, and cited another copy of draft Minutes where Appendix A was not stapled to the body of the Minutes. This individual found that the Minutes tended to generalize specific comments. Mr. Peter Warfield agreed with the previous speaker concerning a lack of specifics. Mr. Warfield noted finding no reference to discussions on the Friends and Foundation bookstore in Item #6 POE Recommendations. Mr. Warfield also inquired concerning reported comments by the Acting City Librarian about a second floor Atrium Bridge and providing direct patron elevation access on the second floor. Mr. Warfield requested revision of a page 6 public comment attributed to him discussing a concern that the proposals did not provide sufficient additional space for books.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF JANUARY 2, 2001 REGULAR COMMISSION MEETING

In response to questions by Vice President Steiman, the Secretary reported a copying error resulting in an extra Appendix A title page being inserted into the draft. The Secretary reported that the usual format would have Appendix A, Public Comment Summary statements immediately following the draft text and then any attached documents following those pages.

MOTION: by Commissioner Chin, seconded by Commissioner Coulter for approval of the Minutes.

ACTION: AYE 5-0 (Chin, Coulter, Steiman, Streets, and Swig)

AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

The Acting City Librarian, Ms. Hildreth anno8unced that Ned Himmel, Chief of the Main Library would be leaving to take up another position and that Kathy Lawhun had been named the Acting Chief of the Main Library. Ms. Hildreth the provided the Commissioners with an update on recent Prop. 14 (State Library Construction Bond) related activities. The Acting City Librarian observed that the draft regulations under consideration gave priority to projects which included joint projects between libraries and schools, and that broad definitions of that kind of cooperation were under consideration. Ms. Hildreth described how the funds would likely be dispensed in three cycles, $150 million, then nine months later $110 million, followed in nine months by the final $90 million. She noted that this could be very useful in planning the Library's Prop. A Branch Library Construction and Improvement Bond construction program to coincide with the availability of Prop. 14 funds.

Ms. Hildreth next reported on the progress of proposed revisions in the Library's Fine and Fee Schedule at the Board of Supervisors. She noted that Supervisor Yee had proposed that a fine amnesty be held prior to its implementation as a companion measure to the revised Fine and Fee Schedule. The Acting City Librarian then informed the Commissioners concerning efforts to restore a #19 Polk Street Muni bus line stop at the Larkin Street entrance of the Main Library that had been recently discontinued. She reported that Muni had agreed to reconsider its decision, but that a response was not expected for the next few weeks. Ms. Hildreth noted the next nearest Muni stop was at McAllister and Larkin Streets, two blocks away. The Acting City Librarian then discussed the February 24th CALTEC Workshop.

Ms. Hildreth then outlined the initial discussion phases of a planned migration of library online systems from a main frame based system to a web-based product. She mentioned that Library Automation Consultant Diane Mayo had met with library staff to begin a process of review and consultation with a number of staff committees concerning where the library's automation systems might evolve toward in the future. The Acting City Librarian noted that there would be a RFP (request for proposals) process to survey the entire market and extensive staff review of the various automation options in order to determine which would best meet the Library's needs. Ms. Hildreth reported that some funding for these activities was to be included in next year's budget.

The Acting City Librarian then discussed ongoing branch renovation and improvements activities citing a three-month closure of the Anza Branch for extensive electrical work, asbestos removal, and flooring replacement. Ms. Hildreth pointed out that all branch electrical upgrade activities would be done in light of the major renovations that would be done during the branch bond program. Concerning a matter which came to her attention to late to be noted on the agenda, Ms. Hildreth next reported on the site selection community meetings held for the Visitacion Valley on March 19th, for the Ingleside Branch on March 28th, for the Portola Branch on April 4th, and lastly for Glen Park on April 10th. Ms. Hildreth

The number of members of the public who spoke anonymously at this meeting. 1

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public

Library Commission.
then described the details of an extensive public outreach and advertising effort to invite residents of these neighborhoods to attend these meetings. The Acting City Librarian invited the Commissioners to attend these community meetings.

Public comment on Agenda Item #2 CITY LIBRARIAN'S REPORT:

An anonymous member of the public pointed out the Commissioner Steiman had attended the January 2nd meeting. The anonymous member of the public observed that members of the Board of Supervisors had expressed concerns with aspects of the proposed Fine and Fee Schedule that the members of the Library Commission had not. This person further commented concerning the differing figures for the numbers of losses of materials that came to light during the hearings. The anonymous member of the public noted gratification that the Supervisors had in this individual's view carefully observed the requirements of the Sunshine Ordinance, noting a comment by Supervisor Peskin, when addressing this matter. This person commended the Board's example in this case to the Commissioners. Mr. Ed Regan strongly urged the reinstatement of the #19 Polk Street bus stop at the Main Library. Mr. Peter Warfield thanked the Chair for following up on the details of the Minutes, and commented on a discussion of bond project management and the Golden Gateway Library network which were discussed at the CALTAC meeting which he had attended. Mr. Warfield expressed strong interest in hearing the details of any planned migration of Library automated systems to a web based format.

Commission comment on AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

Vice President Steiman noted that she had indeed attended the January 2nd meeting. She then initiated a discussion among the Commissioners concerning the role of having a project manager as opposed to a bond program manager to oversee the branch library construction and improvement bond program. Vice President Steiman emphasized that it was her wish that our manager be actively involved in every aspect of the bond program rather than just take a supervisory role. In response to questions by Commissioner Streets, Ms, Hildreth outlined the Library's efforts to target an aggressive application process to get any available Prop. 14 (State Library Construction Bond) funds for various potential branch library projects. She in particular noted that the June 202 funding cycle would be an opportune time for application for prop. 14 funds for the Richmond branch Library project. Ms. Hildreth then discusses several other projects that could qualify for Prop. 14 funds, noting that the proposed funding cycles for expending the state funds seemed to work well with the schedule of San Francisco's branch library bond funded projects.

Responding to additional questions by Commissioner Streets, Ms. Hildreth reported in some detail the discussions at the Board of Supervisor's Finance and Labor Committee concerning the Library's in house efforts to recover materials. Vice President Steiman urged her fellow commissioners to attend some of the site selection community meetings being held to gather public input and suggestions for new locations to the branch libraries currently in rented facilities. Commissioner Chin called attention to the opportunities for successful cooperation between the Library and the San Francisco School District in obtaining Prop. 14 matching funds for projects, calling particular attention to the potential for a new Ortega branch Library which could offer joint services to the nearby school.

AGENDA ITEM #3AMERICAN RED CROSS PRESENTATION

Ms. Jolinda Sim, Chair, the San Francisco Leadership Board of the Bay Area Chapter of the American Red Cross and Mr. Jason A. Smith, Red Cross Director of Public Affairs provided the Commissioners with an extensive overview of the work of the Bay Area Chapter of the American Red Cross in conjunction with the national observance of March as "Red Cross Month. Ms. Sim and Mr. Smith described in extensive detail the many varied programs and Community educational activities sponsored by the Red Cross in San Francisco and the Bay Area. In particular the discussed programs with trained local residents how to respond to Emergencies, concerning the Red Cross's many youth serving programs, and about the Red Cross' extensive earthquake preparedness programs.. Ms. Sim proposed that the Commission consider various ways in which the library and the local Red Cross Chapter could cooperate, such as making Red Cross informational materials available in branch Libraries, and perhaps hosting neighborhood emergency training programs at the branches.

Public comment on AGENDA ITEM #3AMERICAN RED CROSS PRESENTATION

None offered.

Commission comment on AGENDA ITEM #3AMERICAN RED CROSS PRESENTATION

Vice President Steiman expressed the Commission's appreciation to Ms. Sim and Mr. Smith for their presentation. Responding to questions by Commissioners Chin and Swig, Ms. Sim discussed various ways that the Red Cross Chapter would work with the Library to provide neighborhood specific emergency response training for library patrons and neighborhood residents.. In answer to a question by Commissioner Swig, Ms. Sim noted that the red Cross Chapter was an active partner with the San Francisco Office of Emergency Services (OES) and that they jointly coordinated disaster planning with city staff.

AGENDA ITEM #4 LIBRARY PRUDENT BUDGET RESERVE.

Library Finance Director, Mr. George Nichols gave the Commissioners a detailed overview of the issues involved in considering creating a prudent level of reserve funds in the Library Budget. The Library's Finance Director then reviewed common practices used in setting budget reserves, citing examples used by the State of California and other City and County of San Francisco models. Mr. Nichols reported that in the past at the direction of the Mayor's Budget office the Library had maintained a budget reserve of around $1 million. He further reported that in recent years the budget reserve had been at about 3.5% of the Library's budget or around $1.75 million. It was his recommendation that the Commission consider adopting a policy providing maximum flexibility by directing that a budget reserve be maintained at between 3 and 5% of the Library's overall budget.

Public comment on AGENDA ITEM #4 LIBRARY PRUDENT BUDGET RESERVE.

An anonymous member of the public commented on the Commission's experience with the

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Library budget during the early days of Prop. E (Library Preservation Fund) and concerning this individual's view that the 15-year cycle of Prop. E funding provided for the opportunity to set aside money in the early years so as to maintain funding in the later years. The anonymous member of the public observed that the public wanted to invest in library services, not in building a savings account and primary considerationmust be given to long term planning to avoid the consequences of unforeseen circumstances. Mr. Ed Regan noted that saving money was OK, but not at the expense of buying more books for the collection. Mr. Peter Warfield commented that caution should be taken when money was kept in reserve, that the priority of Prop. E was more books and open hours, and questioned the legality of this use of Prop. E funds. Mr. Warfield found that he was unclear as to what specific action the Commission might take to set a budget reserve.

Commission comment on AGENDA ITEM #4 LIBRARY PRUDENT BUDGET RESERVE.

In response to questions and Comments by Commissioner Streets, Mr. Nichols discussed in some detail the most recent estimates by the City Controller of the revenues available to the Library. Mr. Nichols noted that the Prop. E (Library Preservation Fund) set aside protects the library budget from severe cutbacks should there be an economic downturn. He further reported that property tax revenues on which this fund was in part based continued to outpace proposed spending and that the Library's budget expenditures were absolutely consistent with revenues projected. Mr. Nichols explained that the proposed budget reserve could be derived from budgetary savings by the Library and increased revenues in excess of projected income to the Prop. E Library Preservation Fund. As an example of this, the Library's Finance Director pointed to the $1.1 million in unanticipated Prop. E revenues in this fiscal year that the Commission had directed to be spent as recommended in the Supplemental Appropriation request pending before the Board of Supervisors. In response to comments by the Commissioners, Mr. Nichols noted that if costs did exceed revenues, then cuts would have to be made or the Library would have to ask for an additional General fund subsidy. There followed a discussion of these issues among the Commissioners with Commission Streets noting that the Library could not ask the Mayor to bail it out again if the Library got into budget difficulties.

MOTION: by Commissioner Coulter, seconded by Commissioner Streets that as an annual goal a budget reserve ranging from 3 to 5% of revenues of the Library Preservation Fund and the General Fund should be maintained.

ACTION: AYE 5-0 (Chin, Coulter, Steiman, Streets, and Swig)

AGENDA ITEM #5 AMERICAN LIBRARY ASSOCIATION RESOLUTION

At the request of Vice President Steiman, the Commission Secretary read the proposed resolution (copy attached) urging that the American Library Association relocate activities planned for its June 2001 meeting in San Francisco away from the Marriott Hotel, the meeting's designated headquarters, because of an ongoing labor dispute with hotel employees. The Acting City Librarian discussed the background of the situation which led to the proposal that the Commission formally adopt a resolution concerning the ongoing labor dispute involving the headquarters hotel at the American Library Association (ALA) Annual

The number of members of the public who spoke anonymously at this meeting 1.

Meeting to be held in San Francisco in June 2001. Ms. Hildreth explained the Library's concerns regarding this matter and commented on the Library's role as the host library for this important annual gathering.

Public comment on AGENDA ITEM #5 AMERICAN LIBRARY ASSOCIATION RESOLUTION

An anonymous member of the public made two brief comments, first pointing out a transposition in the proper name of the Hotel and Restaurant Workers Union, Local 2, and secondly while expressing strong support for the resolution observed that becoming involved in a divisive dispute should normally be avoided but in this case not doing so would send a negative message. Mr. Ed Regan expressed opposition to the Library taking a position in this controversy. Ms. Andrea Grimes, a Main Library Librarian speaking on behalf of the Librarian' Guild, reminded the Commissioners of the long and difficult struggle for fair treatment of the Marriott workers. Ms. Grimes presented a letter to the ALA on behalf of Ms. Josie Mooney of SEIU, Local 790, President of the San Francisco Labor Council urging the American Library Association to support the Marriott workers and urging the ALA to relocate its annual meeting activities away from the designated headquarters hotel. Ms. Grimes then introduced Ms. Dolores Contrado, a Marriott Hotel worker, who requested the Library Commission's support for the hotel workers struggle for a fair labor agreement. Mr. Ramon Guevara, also a Marriott Hotel worker, thanked the Commission for taking up the resolution in support of the hotel workers and outlined some of the many labor grievances which the hotel's workers had been unable to resolve fairly with the hotel management. Mr. Jose Cantu thanked the Commissioners for considering this resolution and urged the Library Commissioners to strongly respond to the injustices experienced by the Marriott Hotel employees and send a message to the Company that San Francisco defends workers' rights. Ms. Lucille Flado urged support for the Marriott Hotel workers, called for support for the ongoing boycott of the Hotel, and expressed concern at injustices experienced by the workers. Mr. Peter Warfield commented that the Marriott Hotel management had violated agreement s with the City to deal fairly with its workers and recommended support for the resolution. Ms. Deetje Boler spoke strongly on behalf of the workers, urged support for the boycott of the Hotel, and approval of the resolution calling on the ALA to relocate its activities. Ms. Boler noted that having choose between missing ALA events or violating the labor boycott would cause union librarians great distress. Mr. Rich Clayton pointed out charges of more than 100 violations of Fair Labor Laws that were pending against the Marriott Hotel, noting that hotel management had bargained in bad faith.

Commission comment on AGENDA ITEM #5 AMERICAN LIBRARY ASSOCIATION RESOLUTION

Commissioner Swig commented that while she normally would recommend that the Library avoid getting involved in such a dispute that in this case as the Library was the host library for this meeting it was imperative that the Commission take action to make its views on this matter clear. In response to a question by Commissioner Streets, the Acting City Librarian discussed the background of the American Library Association's (ALA) choice of the Marriott Hotel to the headquarters for this annual meeting several years ago. Ms. Hildreth suggested that representations had been made by the hotel that the labor dispute would be resolved and as was evident this had not occurred. Ms. Hildreth then discussed how the many alternative locations for ALA events in June would provide ample opportunity for our librarians to participate without having to attend any events at the Marriott hotel in violation of the boycott. Commissioner Swig noted the great difficulty in finding a location to host such a massive event with 30,000 attendees and the even greater difficulties in making changes in such plans once they were made. In response to a query by Vice President Steiman, Ms. Hildreth explained what the City might be able to do to respond to this problem. Commissioner Chin noted that there were a very limited number of options available given that the event was about to happen and that the Marriott seemed to have acted in bad faith. The Acting City Librarian called attention to the importance of the message the Commission would send to our library employees and other Bay Area Librarians going on record in support of the Marriott workers.

MOTION: by Commissioner Chin, seconded by Commissioner Swig for approval of the resolution with a correction of the hotel workers union's name.

ACTION: AYE 5-0 (Chin, Coulter, Steiman, Streets, and Swig)

Agenda Item #6 FRIENDS AND FOUNDATION REPORT

Ms. Denise Donovan, Friends and Foundation of the San Francisco Public Library gave the Commissioners a report on the upcoming Library Laureates Dinner to be held at the Main Library on April 2, 2001. Ms. Donovan noted several of the authors and poets to be honored. Ms. Donovan next reported to the Commissioners on the progress of creating The Friends and Foundation new Book Bay at the Main shop at the Grove Street entrance of the Main Library. She next called attention to a new series of weekly programs to be offered by the Library's Hormel Center.

Public comment on comment on Agenda Item #6 FRIENDS AND FOUNDATION REPORT

None offered.

Commission comment on Agenda Item #6 FRIENDS AND FOUNDATION REPORT

Ms. Hildreth reported that the Book Bay at the Main would be open and staffed during all of the Main Library's public service hours. In response to a question by Commissioner Coulter, Ms. Donovan outlined the planned weekly Hormel Center programs. Friends and Foundation Executive Director Chuck Forester pointed out that these programs for poets, authors, and spiritual leaders offered a venue for community based groups to become more deeply engaged with the Library.

Agenda Item #7 LIBRARY LABOR UNION REPORT

None offered

Agenda item #8 NEW BUSINESS

Commissioner Swig requested an update on the Library's Strategic Plan be calendared.

Public comment on Agenda item #8 NEW BUSINESS

An anonymous member of the public expressed support for a more extensive discussion of the Library's Strategic Plan. The anonymous member of the public also observed that this individual recalled that Commissioners had requested at recent meetings that these issues be brought forward, but that they had not been heard.

Agenda item #9 PUBLIC COMMENT

Mr. Ed Regan requested that the Library adopt increased public service hours. An anonymous member of the public again commented on what this individual described as a Verandah Factor, that is the difference between how the community perceived issues and how the Commissioners view them. The anonymous member of the public cited the discussion of the Post Occupancy Evaluation as an example of the failure of Commission to appropriately address concerns raised by members of the public. This individual observed that when issues are brushed aside and people not treated with dignity an impression is created which then becomes the reality. Mr. Peter Warfield commented on the discussion of the revised Fine and Fee Schedule at the Board of Supervisors, noting Supervisor Peskin had requested a continuation of the discussion because some documents had not been made available to members of the public. Mr. Warfield reported that Supervisor Peskin had directed city departments presenting matters to the Board also make those materials available to the public. He further commented that a lack of availability of documents denied members of the public the ability to fully study the issues and make meaningful comments on them. Mr. Warfield expressed a wish that the Library take this direction an make it policy that all documents presented to the Board of Supervisors and city agencies be made available to the public.

Agenda Item #10 ADJOURNMENT

MOTION: by Commissioner Chin, seconded by Commissioner Coulter that the meeting be adjourned in memory of the late Helen Louise Weinstein, a dedicated friend and supporter of the San Francisco Public Library

ACTION: AYE 5-0 (Chin, Coulter, Steiman, Streets, and Swig)

The meeting was adjourned at 5:57PM.

Michael Housh, Commission Secretary 4/9/01

The number of members of the public who spoke anonymously at this meeting 1.

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

LIBRARY PRUDENT BUDGET RESERVE

March 6, 2001

Conventions/Standards

- State of California: Does not have a prescribed standard for revenue dependent departments. Typically suggest 1 to 5% of annual revenue however, not always required due to other considerations.

- CCSF: Does not have a prescribed standard for revenue dependent departments. Policy direction to the Library in recent years has been to maintain a reserve of approximately $1.0 million. Library in recent years has maintained reserves typically in the 3% range.

Reasons for Library to maintain a prudent reserve.

- Unplanned expenditures – emergencies and contingencies.

- Minimize need for General Fund subsidies to meet future needs and/or liabilities (e.g. staffing for new facilities, major one-time expenses).

- Rainy day fund to delay or forestall service disruptions or reductions in the event of economic downturn or revenue decline.

What is a prudent reserve for the Library?

- Is it a percentage of annual revenue (dedicated property tax) to the Library Preservation Fund?

- Is it a percentage of annual appropriations from the Library Preservation Fund and General Fund (appropriations = revenue)?

- Is it a fixed dollar amount established annually?

Recommendation

1. Provide flexibility. Do not prescribe a fixed amount or percentage. Do set a range from 3% to 5% [1] of annual LPF and GF appropriations as a target to be achieved. Needs may arise that require you to maintain a smaller reserve than targeted and you may want the flexibility to program some of these funds.

   NOTE: Reserve at the end of the current FY based on budget (AAO) estimated at approximately $1.891 million (4%). Reserve at the end of FY 2001-02 based on current planned expenditures projected at approximately $1.752 million (3.5%).

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[1] This provides $30,000 to $50,000 per each $1,000,000. Based on current budget ($47.7 million) this would provide a reserve target of $1.4 million (3%) to $2.3 million (5%)

Resolution requesting the American Library Association (ALA) to make alternative arrangements for its meetings, events and lodging that are currently scheduled for the San Francisco Marriott Hotel for its annual conference to be held in June 2001; and supporting the boycott of the San Francisco Marriott Hotel that is being requested of all ALA conference attendees by Local 2, Hotel Employees and Restaurant International Employees Union (HEREIU), which represents 925 workers at the Marriott, and Local 790, Service Employees International Union (SEIU), which represents public library staff in San Francisco and Oakland.

WHEREAS, the American Library Association has selected the San Francisco Marriott Hotel as its convention headquarters hotel for its annual conference to be held in San Francisco in June 2001; and

WHEREAS, the San Francisco Marriott Hotel had agreed it would not interfere with workers' right to unionize when it was given permission by the City to build on its land in 1980; and

WHEREAS, since 1996, when Local 2 was selected by a majority of Marriott employees to represent them, over 120 negotiating sessions have been held and still there is no labor agreement in place; and

WHEREAS, in September 2000, Local 2 called for a boycott of the San Francisco Marriott Hotel, which is supported by the Mayor, most of the Board of Supervisors and other elected officials as well as many community and religious leaders; now therefore be it

RESOLVED, That the San Francisco Public Library Commission requests the American Library Association to make alternative arrangements for its meetings, events and lodging that are currently scheduled for the San Francisco Marriott Hotel for its annual conference to be held in June 2001; and therefore be it

RESOLVED, That the San Francisco Public Library Commission supports the boycott of the San Francisco Marriott Hotel, that is being requested by HERE International Union, Local 2 and SEIU, Local 790, of all ALA conference attendees.

P76
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special

1st Posted 3/13/01

DOCUMENTS DEPT

MAR 1 4 2001

SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

ie L. Brown, Jr.
or

les A. Higueras, A.I.A.
dent

l Steiman
President

n Marte Bautista
ie K. Chin
n A. Coulter
A. Streets
n W. Swig
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n Hildreth
g City Librarian

ael Housh
nission Secretary

NOTICE OF MEETING

A special meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, March 15, 2001
TIME: 4:00PM
PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order

AGENDA: * **

1. PUBLIC EMPLOYEE APPOINTMENT/HIRING: City Librarian — ACTION

   Public comment: (on all matters pertaining to the closed session)

   Closed Session. Pursuant to Government Code Section 54957 and San Francisco administrative Code Section 67.10(b) discussion and possible action to nominate a candidate (s) to the Mayor for appointment as City Librarian.

   Open Session. Reconvene in open session and, pursuant to San Francisco Administrative Code Section 67.12(b) (4): motion and vote to report any action or roll call vote taken concerning the nomination of a candidate (s) to the Mayor for appointment as City Librarian. Motion and vote to elect whether to disclose any or all of the discussions held in closed session pursuant to San Francisco Administrative Code Section 67.12 (a).

2. LIBRARY STRATEGIC PLAN — DISCUSSION

   Presentation on and discussion of issues related to the development and implementation of a strategic plan for the Library.
   Explanatory documents: Draft Strategic Plan documents.

3. PUBLIC COMMENT — DISCUSSION

   (This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

4. ADJOURNMENT (requires motion and public comment) — ACTION

*** Public comment will be taken before or during the Library Commission's consideration of each agenda item.**

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at http://sfpl.lib.ca.us/.
Michael Housh, Commission Secretary - 2/23/01

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

Michael Housh, Commission Secretary
1/9/01

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission
From: Susan Hildreth, Acting City Librarian
Re: Revised Draft Service Plan
Date: March 15, 2001

As you may recall, the Library had developed a first draft of a strategic plan which was presented to the Commission in January 2000. At that time, Commissioners expressed some concerns regarding the plan, tabled its consideration of the plan and requested that staff revise the plan.

We have prepared a revised draft and are presenting it today for your consideration. I have attached the introduction and revised plan for your information.

Since the Commission's last consideration of the plan, significant revisions have been made. Commissioners Coulter, Steiman and Swig have worked closely with staff on refining the document. On September 21, 2000, a work session was facilitated by Rhea Rubin, the library consultant who had assisted in facilitating the planning process. The working group included Commissioners Steiman and Swig, staff participants from the Leadership Group and the staff focus group as well as members of the Chief Librarians group, who actually drafted the document. The revised draft plan is the result of the good work of this group.

Because the plan was based on broad community needs that the Library could address, the working group did not want to significantly alter any of the Library Directions, which were the result of the work of the Leadership Planning Group. The goals have been revised slightly and the "measures" or success indicators in previous versions of the plan have been modified and are presented as objectives for each goal.

It is important to bear in mind that this document represents key service directions for the Library, and in fact would be more appropriately titled a Library Service Plan. Due to the time that it has taken to develop the document, I would also recommend that the timeframe of the plan be changed from 2000-2003 to 2001-2004. The Public Library Planning process that we have followed provides for a subsequent resource allocation analysis when the service plan is approved. When the Commission has approved the plan, staff will return with further information regarding the impact of the plan on library resources, specifically staffing, collections, facilities and technology.

DRAFT

3/15/01

San Francisco Public Library
Service Plan

2001-2004

Includes: Introduction, Mission and Values Statement, Library Directions, Goals and Objectives

Changes and/or additions are noted in bold text.

SAN FRANCISCO PUBLIC LIBRARY SERVICE PLAN 2001-2004

Introduction

Methodology

In November 1998, San Francisco Public Library City Librarian Regina Minudri and Deputy City Librarian Susan Hildreth began a long range planning process which had been recommended in the Mayor's 1997 Audit of the Library. They envisioned both the public and library staff involved in developing the plan, in identifying community needs and determining ways in which the Library could respond to those needs. In addition, both the process and the resulting plan had to be integrated with the Proposition E review required by law. Proposition E, passed in 1994 to expand branch hours, required hearings in every branch neighborhood during 1999; and those hearings were an opportunity to gather input on both current library services and the long range service plan of the Library.

The library applied for, and received, a $20,000 planning grant from the California State Library and additional funding from the Friends and Foundation of the San Francisco Public Library. Rhea Rubin, an independent library consultant, was hired to facilitate the planning process. David Binder, a local researcher, was hired to do both a telephone and a clipboard survey on the public's satisfaction with library services as required by Proposition E.

Rubin combined key concepts of *Planning for Results* (a new process by the Public Library Association, a division of the American Library Association) especially the inclusion of community representatives and an emphasis on building the library plan from identified community needs, with elements of basic strategic planning.

In March 1999, twenty community members and fifteen SFPL staff members were invited to serve as a Leadership Group for the planning process. Community members were selected to represent a range of San Francisco neighborhoods, interest groups, and organizations and for their particular areas of expertise. This group included two Library Commissioners, and several representatives of the Friends/Foundation of the Library and the Council of Neighborhood Libraries. All staff members were invited to volunteer to participate; the people chosen represent varied staff classifications, public and support services, and Main as well as branches.

Introduction – continued

On March 30, 1999 the Leadership Group convened for a five-hour meeting to initiate the planning process. The meeting opened with a presentation by Dr. Amit Ghosh from the City Planning Office who gave an overview of the demographic and economic projections for San Francisco. The participants discussed the current and projected situation: the strengths, weaknesses, and opportunities facing the city. Next they did an exercise envisioning San Francisco as the best it could be in ten years. By comparing that preferred future to the current situation, the group could then identify community needs. Through an exercise focusing on three dimensions of importance (impact, consequence, and immediacy) twenty-three identified needs were prioritized to a list of eight.

The staff members who had participated in the Leadership Group met soon after to discuss the list in terms of the library's ability to contribute toward fulfilling the needs. After determining that the library could address the needs, the group drafted a library direction in response to each need statement. For example, in response to the need "All citizens need to be part of strong and diverse neighborhoods so that they have positive relationships with the community," the library direction developed was: "SFPL is committed to continue providing services, collections, and programs to meet the needs of our diverse neighborhoods so that residents can build strong community relationships."

Meanwhile, Rubin was preparing the management team members to facilitate branch hearings on Proposition E. It was decided to maximize these neighborhood meetings by using them to also get feedback on the new library directions.

The library directions were also sent to the full Leadership Planning Group for their reactions. On April 9, 1999, a staff focus group was convened to get staff reactions to the library directions as well.

Selected members of the management team were asked to draft a plan based on the library directions. This group, the Chief Librarians Group, was comprised of Susan Hildreth, Deputy City Librarian, Toni Bernardi, Chief of Children's and Youth Services, Donna Corbeil, Chief of Branches, Roberto Esteves, Chief of Information and Resource Management, Ned Himmel, Chief of Main, Vivian Pisano, Chief of Technical Services and Marcia Schneider, Public Affairs Director. In July, using the feedback from the staff group, the Leadership Group, and comments from community hearings, this group revised the library direction statements. In August, the Chief Librarians Group drafted strategies to implement the library directions. Strategies answer the question "How will we move in the selected direction?" and offer methodologies. After much discussion and editing of the strategies, the group wrote measures to determine whether the strategies were effective. Measures answer the question "How will we know if the strategy has been successful?" For example, for the library direction quoted above, one strategy is to "Preserve the unique history of San Francisco's diverse neighborhoods." A measure for this strategy is that SFPL will "establish contact with community-based organizations and explore collaborative opportunities."

Introduction - continued

As the measures were being written, the Chief Librarians Group also drafted a values statement which affirmed the principles which were inherent in the library directions and in the library's mission.

The draft plan – consisting of the value statement, direction statements, strategies, and measures -- was brought to a meeting attended by the members of the staff focus group plus the staff participants of the Leadership Group on September 2, 1999. Their comments were integrated into another version of the plan which was reviewed by all staff committees, branches and units.

On September 29, 1999, the Leadership Group reconvened to discuss the latest draft. Comments from the staff committees and the Leadership Group were integrated into a final version. In October, a strategic plan document and a brochure version of the plan were created. These documents were presented to SFPL staff at an All-Staff Meeting on October 29, 1999 and presented to the Library Commission on November 18, 1999.

The plan was presented to the Commission for approval on January 4, 2000. After much discussion, the Commission tabled action on the plan and requested that staff prepare revisions to the plan. During 2000, Commissioners Coulter, Steiman and Swig worked with staff on possible revisions to the plan. On September 21, 2000, a work session was facilitated by Rhea Rubin to discuss possible revisions to the plan. The working group included Commissioners Steiman and Swig, staff participants from the Leadership Group and the staff focus group as well as members of the Chief Librarians group, who actually drafted the document. The revised plan was forwarded to the Library Commission for consideration on March 15, 2001.

Introduction - continued

Acknowledgments

This plan could not have been developed without the contributions of the following people:

Leadership Planning Group

Community Representatives

Gelila Bekele – Youth Representative
Karen Bevelander – Council of Neighborhood Libraries
Millicent Bogert – Aide to Supervisor Bierman
Deborah Doyle – Friends/Foundation
Bevan Dufty – Mayor's Office
Mike Garland – Environmental Center
Ellen Huppert – Friends/Foundation
Willis Kirk – Ocean View Building Committee
Mei Lam – San Francisco Unified School District (SFUSD)
Susan Leal – City Treasurer
Jeff Lewy – Hormel Gay and Lesbian Center
Harry Mar – Accessibility Advisory Panel
Margie O/Driscoll – Friends/Foundation
Carlota Del Portillo – Latino/Hispanic Affinity Group
Marcia Popper – Branch Library User
Rose Resnick – Disabled Community
Jodell Scott – Branch Library User
Sandy Sohcot – Small Business Owner
Maria Sousa – Richmond Area Resident
Carol Steiman – Library Commissioner
Fran Streets – Library Commissioner
Roselyne Swig – Friends/Foundation
Bonnie Wildorf – Alumnae Resources

Library Representatives

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Vivian Pisano, Chief of Technical Services
Marcia Schneider, Public Affairs Director

Library Commission

Ernest Llorente, President
Charles Higueras, Vice-President
Lonnie Chin
Steven Coulter
Carol Steiman
Fran Streets
Darian Swig

With special thanks to Regina Minudri for her leadership and vision in developing this plan.

MISSION AND VALUES STATEMENT

MISSION

The San Francisco Public Library System is dedicated to free and equal access to information, knowledge, independent learning and the joys of reading for our diverse community.

VALUES

The values statement provides the framework that supports the planning and implementation of all the Library service directions.

- Quality collections and services that are responsive to community needs
- Excellent customer service
- Diversity in collections, services, staff and community
- Equitable **access to** resources and services
- Accessible facilities and resources
- **Learning opportunities for people of all ages**
- **Partnerships with other service providers and community groups that provide effective and relevant services, strengthen neighborhoods and contribute to the well-being of the City.**
- **An** environment that fosters staff development and teamwork

LIBRARY DIRECTIONS

DIVERSITY - Provide services, collections and programs to **meet the needs of our diverse neighborhoods** so that residents can build strong, positive community relationships.

LIFE-LONG LEARNING - Provide a **broad variety of life-long learning opportunities** so residents can support their economic advancement, quality of life, community ties and full participation in society.

BUSINESS INFORMATION – Support **informational resources for all businesses and individual entrepreneurs** in order to **help maintain** a strong, local economy **that** in turn supports a healthy infrastructure such as schools, libraries, parks, arts, transportation, and emergency services.

SERVICES FOR YOUTH – Provide **equitable services and resources for San Francisco youth** to augment their formal education, enable them to get jobs, enable them to stay in the city and further their own goals.

BARRIER-FREE ACCESS – Provide **barrier-free access to all library services, including physical access, well-trained staff and appropriate formats and technologies** so that **members of** the disabled community can participate fully with the rest of society and be independent and self-reliant.

INFORMATION ABOUT OUR CITY – Provide in all of its **facilities information about City services and resources in major languages and accessible formats** for all San Francisco residents to enable them to fully enjoy and participate in the live of the City.

INFORMED ELECTORATE – Provide and enhance services, collections and programs for San Francisco residents to **encourage the development of an informed electorate and provide a venue for the discussion of city-wide issues.**

ACCESS TO RESOURCES – Provide **equitable access to resources** so all residents can meet their individual needs at the access point of their choice.

DIRECTION #1 - DIVERSITY

*Provide services, collections and programs to **meet the needs of our diverse neighborhoods** so that residents can build strong, positive community relationships.*

Goal: Increase the number of programs and exhibits in the branch libraries that relate the library's resources and services to the community.

Objectives:

- **Feature exhibits in all branches with exhibit space.**
- **Present or sponsor** adult or family oriented programs with themes relevant to the local community **in all branch libraries with meeting rooms.**

Goal: Preserve the unique history of San Francisco's diverse neighborhoods.

Objectives:

- Initiate or expand neighborhood archiving projects to increase public access to these primary resource materials.
- Incorporate the digitizing of material documenting neighborhood histories.
- Establish contact with community-based organizations and explore collaborative opportunities .

Goal: Reflect the linguistic and cultural diversity of the **communities surrounding the Main Library and each branch.**

Objectives:

- Increase the number of current titles and number of copies of items in the browsing and popular material collection.
- **Ensure and monitor** that collections meet the unique needs of the neighborhoods through regular patron satisfaction surveys.
- **Develop** relevant plans for collections and services **with affinity groups by involving stakeholders in service planning.**
- Create web links addressing the information needs of diverse communities.

DIRECTION #1 – DIVERSITY, continued

Goal: Develop and/or maintain branch library web pages **to** promote local collections and services and tie **each** branch to **its** community.

Objectives:

- Train staff **to design, develop and maintain a** web page to be linked to the library's homepage.
- **Develop** neighborhood-focused links on **individual branch library web pages.**
- **Develop** links focused on neighborhood institutions or related services for targeted clientele **by engaging and involving community groups.**

Goal: Ensure that facilities and mobile libraries continue to meet community needs and are safe, clean and comfortable.

Objectives:

- Complete a **Branch** Library Facilities Plan.
- Develop preliminary plans for a new branch in the Mission Bay area.
- Develop prioritized implementation plan for POE recommendations.
- Develop a comprehensive Branch Security Plan that includes material security and recommendations on staff and customer.

Goal: Provide **and maintain** library services in a friendly, courteous manner, showing sensitivity to the varying needs of the community **reflecting** the diversity of the City.

Objectives:

- **Provide library staff with** on-going customer service and diversity training.
- **Continue active staff outreach to various** segments of the community **to seek input about** collection and service development.
- **Maintain a high standard of diversity** in the recruitment and hiring processes.

DIRECTION #2 – LIFE-LONG LEARNING

Provide a ***broad variety of lifelong learning opportunities*** *so residents can support their economic advancement, quality of life, community ties and full participation in society.*

Goal: Provide opportunities for the San Francisco community to learn how to use the Library's catalog, databases, **and** Internet resources and to develop their computer skills.

Objectives:

- Prepare publications and/or online **assistance for all types of users** documenting how to access the Library's resources and services via the Web.
- Sponsor workshops at neighborhood associations or other groups demonstrating the Library's resources and services via the Internet.
- Increase computer training classes.
- **Promote web-based services in all library promotional material.**

Goal: Maintain **current and relevant** collections.

Objectives:

- Consider patron requests for material an important element in purchasing decisions.
- Create and implement a plan for ongoing replacement of **missing or damaged** materials.
- **Review** branch and Main collections for use and relevancy **on an on-going basis**.
- Ensure **high priority for the** purchase of circulating materials.
- Increase the size of the audio-visual collections in the branch libraries.
- **Install branch security systems to support collection retention.**

Goal: Promote adult literacy services for under or unemployed residents **and other residents who need this service.**

Objectives:

- **Disseminate** information **about** literacy services at all branches.
- Expand literacy collection into all branches and enhance all collections with additional materials reflecting the diversity of Project Read's adult learners.
- Establish contacts with, and provide outreach services to all agencies involved in Welfare to Work programs.
- Provide one-**on**-one literacy instruction to Welfare to Work participants.

DIRECTION #2 – LIFE-LONG LEARNING, continued

Goal: Promote focused services for older adults.

Objectives:

- **In order to share information about library resources and services**, initiate contact with agencies in branch and Main neighborhoods that serve older adults.
- Work with neighborhood senior centers to present programs that serve the needs of older adults.
- Encourage use of San Francisco Public Library services and resources at each of the agencies served by the Library on Wheels.
- Expand current services into a comprehensive program that enables older adults/people unable to travel to the library to receive the library materials.

Goal: Provide learning opportunities and information for members of the San Francisco community for whom English is not their native language.

Objectives:

- Review the 2000 census data and the demographics of non-English language speakers and readers in San Francisco by library facility service area and determine how that information should be used to influence collection development priorities.
- Expand availability of English as a second language (ESL) materials at all library facilities.
- Provide citizenship information in Spanish and Chinese.

DIRECTION #3 – BUSINESS INFORMATION

Support ***informational resources for businesses and individual entrepreneurs*** *in order to* ***help*** *maintain a strong, local economy which in turn supports a healthy infrastructure such as schools, libraries, parks, arts, transportation and emergency services.*

Goal: Provide resources to help educate small businesses and individual entrepreneurs on ways to build their businesses.

Objectives:

- Continue to provide **Service Corps of Retired Executives (SCORE)** workshops in Main Library.
- Provide articles on international trade and other information resources for local business publications.
- Sponsor workshops on current, relevant topics.
- Create a resource guide for artists and musicians to expand their network opportunities within the San Francisco community.

Goal: Serve as first referral source for businesses needing information.

Objectives:

- Increase use of Main Library's small business web site.
- Increase small business resources at all branch libraries.

Goal: Provide access to necessary government information and referral **services**, including patent information, to individuals starting businesses.

Objectives:

- **Partner with the** Government Information Center **and** other city agencies to provide service to the business community.
- Develop web site links to government information of interest to the new entrepreneur.

DIRECTION #3 – BUSINESS INFORMATION, continued

Goal: Expand and promote existing business collections and services.

Objectives:

- **Outreach to** business associations' meetings or functions to **promote** library services **to members**.
- Provide library information for inclusion in associations' mailings.
- Create and produce an attractive brochure for distribution in the Main Library and branches **to promote Library business resources and services**.

Goal: Provide **employment** and career information for a changing workforce.

Objectives:

- Sponsor monthly workshops on using the Internet for job and career information.
- Provide individual or group counseling on **vocational and career information available in the library**.
- Provide an annual workshop on career choices for artists, musicians and performers, co-sponsored by Art/Music and Business/Technology Departments.

DIRECTION #4 – SERVICES FOR YOUTH

*Provide **equitable educational services and resources for San Francisco youth** to augment their formal education, **thus enabling them to get jobs, remain in San Francisco and further their own goals.***

Goal: Expand partnerships with kindergarten - 12 schools.

Objectives:

- Continue to sponsor the Library's Teacher Institutes, **providing** teachers and school librarians with information on the Library's electronic resources.
- Expand the Kindergarten Card Project to independent and parochial schools.
- Continue to include materials selectors from San Francisco Unified School District (SFUSD) in the children's and teen's materials selection meetings during the school year months.
- Initiate a Library School Services Corps to focus on library-school partnerships and cooperation.
- Meet annually with the SFUSD to discuss adaptive technology issues for students with disabilities.

Goal: Support youth in making their college and career choice decisions.

Objectives:

- **Add new** college and career materials **in** each library **facility.**
- Provide information on these materials and resources to teachers, counselors and/or parents.
- Promote these materials and resources through Teen Advisory Council members.
- **Form a partnership with San Francisco College Access Center to provide college information at the Main Library and programs in designated branches.**

Goal: Expand services to increase literacy and to provide homework support.

Objectives:

- Develop curriculum based pathfinders.
- Expand and/or reorganize homework related web site links.
- Develop or update bibliographies specifically related to SFUSD curriculum and distribute to relevant teachers and their students
- Expand after school tutorial/homework assistance program to additional branches.
- Create bibliographies to support home schooling.

DIRECTION #4 – SERVICES FOR YOUTH, continued

Goal: Expand support for early childhood care-givers/educators.

Objectives:

- Develop professional collections at several library locations.
- Provide professional development workshops for care-givers.
- Develop a plan for preschool curriculum support.

Goal: Encourage a life-long love of reading.

Objectives:

- Expand teen leisure reading collections.
- Develop web site where youth share reviews of books.
- Produce bookmark style booklists on popular subjects and support access to those materials through multiple-copy purchasing throughout the system.
- Establish a Families For Literacy program.

DIRECTION #5 – BARRIER-FREE ACCESS

*Provide **barrier-free access to all library services, including*** **accessible facilities and materials,** *so that **members of** the disabled community can participate fully with the rest of society and be independent and self-reliant.*

Goal: Improve ability of staff to serve people with disabilities.

Objectives:

- Provide regular staff training on serving patrons with disabilities.
- Train staff members to **assist patrons with disabilities in** the use of adaptive technology.
- Establish a corps of volunteer facilitators to assist patrons with disabilities in the use of the library, including its assistive technology.
- Provide direct access to audiobooks and descriptive videos at any branch.

Goal: Improve access to information and materials to people with disabilities.

Objectives:

- Ensure that all building signage is ADA-compliant.
- Include talking signs in any new construction or library renovation.
- Make major exhibits more accessible through audio-taped tours and other appropriate formats.
- Make permanent art installations accessible to the visually impaired.
- Increase the large-print titles available to branches.

Goal: Improve outreach to people with disabilities.

Objectives:

- Integrate disability issues in standard lectures/programs (eg. Job/Careers; Travel; etc)
- Provide library forms & informational materials in large print and online.
- **Provide** training workshops and tours for advocates and service providers **serving person with disabilities in library use and services.**
- Make local and national newspapers accessible to visually impaired patrons.

DIRECTION #5 – BARRIER-FREE ACCESS, continued

Goal: Develop **access for people with disabilities** to **the** Library's computer resources.

Objectives:

- Train people with disabilities to use the library computers & Internet.
- **Provide** computer **workstations** on each Main floor, in each branch **and in all public computer training labs that are easy to locate, accessible and user-friendly** for **people with disabilities.**
- Provide assistive technology (large print, voice output) in resource branches.

DIRECTION #6 – INFORMATION ABOUT OUR CITY

Provide in all of its **facilities** *(neighborhood branches, the Main Library and mobile libraries)* ***information about City services and resources in major languages and accessible formats*** *for all San Francisco residents to enable them to fully enjoy and participate in the life of the City.*

Goal: Integrate the Community Connection database and service as a vital part of the Library's service to the public. **The Community Connection is an information and referral (I&R)database that contains information about all types of community services provided in the Bay Area.**

Objectives:

- **Ensure that** Community Connection staff and Main and branch staff exchange information about and strengthen relationships with neighborhood community organizations.
- Publicize the Community Connection service throughout the library system and to the Library's media contacts.
- Train staff **and service providers to use** the Community Connection database **to assist individuals and make appropriate referrals..**
- Provide subject access to the Community Connection database in Spanish.
- Provide an e-mail link from Community Connection database to Library reference service.

Goal: Expand the scope of library services both **citywide and regionally.**

Objectives:

- Serve as **a partner** in the development of a regional information and referral website providing access to and from communities outside San Francisco.
- Develop a plan to increase the use of the library as an I&R resource among community organizations and agencies included in the Community Connection database**, including the training of service providers in San Francisco.**

Goal: Support meaningful dialogue between residents and City officials.

Objectives:

- Expand Civic Conference program to increase contact **between** youth and their public officials.
- Increase the number of branches serving as neighborhood City Halls.

DIRECTION #7 – INFORMED ELECTORATE

Provide and enhance services, collections and programs for San Francisco residents to ***encourage the development of an informed electorate and provide a venue for the discussion of city-wide issues.***

Goal: Provide a forum for discussion of public policy issues.

Objectives:

- Provide space for community organizations to hold meetings to discuss public policy issues of interest to all San Franciscans.
- Sponsor public policy programs or debates.

Goal: Provide materials and services which lead to an informed electorate.

Objectives:

- Establish links to sites featuring candidates and information on ballot measures for all elections.
- Provide voter information online and at every library site for all elections.
- Provide voter information in audio and other formats for the blind and visually impaired.
- Provide maps and other relevant information about Supervisorial Districts at every branch library within each district.

Goal: Present exhibitions in the branches and Main which promote dialogue and foster a better understanding of city-wide issues.

Objectives:

- Prepare exhibits, **at branches and throughout the Main Library,** which provoke thought, **encourage public debate** and lend various points of view on topics of current interest **related to individual neighborhoods and the City as a whole.**

Goal: Create a municipal archives center in Brooks Hall.

Objectives:

- Centralize **archival** material from parts of the Main in Brooks Hall.
- Create a plan for digitization of city documents.
- Create a plan for physical and bibliographic access to archives.

DIRECTION #8 – ACCESS TO RESOURCES

Provide ***equitable access to resources*** *so all residents can meet their individual needs at the access point of their choice.*

Goal: Improve patrons' electronic access to library resources.

Objectives:

- Upgrade branches' infrastructure to support graphic terminals available to the public.
- Provide graphic terminals at every reference and circulation desk.
- Provide ILL/reserves/requests/renewals online to anyone with access to a computer.
- Provide online access to Bay Area/Region II information resources.
- Provide user-friendly access to the Library catalog, databases, and the Internet.

Goal: Improve delivery of materials without patron need to visit each owning **facility.**

Objectives:

- Establish system-wide reference referral network.
- Provide a system for more timely delivery of ILL and documents.
- Make selected audiovisual materials available for reserve and intra-library loan.
- Develop program for branches to borrow Main or branch reference materials for in-house use.

Goal: Increase users' and staff's comfort and skill in using library technology.

Objectives:

- Increase in-house use of library's electronic resources.
- Provide formal individual and group patron instruction at each resource branch.
- Conduct annual needs assessment of staff technology competencies to use as basis for technology training plan.
- Increase the number of hours when remote access to the library's home page is available.

DIRECTION #8 – ACCESS TO RESOURCES, continued

Goal: Increase access to library resources in languages other than English.

Objectives:

- Identify staff members with speaking and writing ability in **other** languages.
- **Provide Spanish-language version of** online catalog **and Library-created databases.**
- Display non-Roman characters of other languages, **such as** Chinese, in online catalog.
- Publish library information in Chinese and Spanish and make available online, **adding** Vietnamese, Japanese, Russian **and other major language** translations in future years.

Please note: The Library's Technology Plan also has information regarding goals and planned activities to support technology enhancements for public and staff benefit.

5/01
draft

DRAFT

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Susan Hildreth
Acting City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the special meeting of Thursday, March 15, 2001

The San Francisco Public Library Commission held a special meeting called by the Commission President on Thursday, March 15, 2001 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:07PM by President Higueras
The following members were noted present: President Higueras, and Commissioners Bautista, Steiman, and Swig.

The Secretary noted Commissioners Chin and Coulter were excused attendance and that Commissioner Street's arrival was expected.

Agenda Item #1 PUBLIC EMPLOYEE APPOINTMENT/HIRING: City Librarian

President Higueras provided a brief summary of recent events and an explanation of why it was proposed that the search process be discontinued and that the Commission recommend hiring of a candidate(s) to be City Librarian. President Higueras reported on a recent meeting between President Higueras, Vice President Steiman, and Mayor Brown to discuss concerns which had come to fore during the City Librarian search process. President Higueras pointed to the many items of business pending before the Library. He called attention to the importance of the Library having a full and functioning administrative team to address the bond program. And finally, President Higueras noted that the Commissioners had found Ms. Hildreth to be an effective and skillful manager in whom the Commission had great confidence. President Higueras reported that the Mayor suggested that the search process be suspended and that the Commission consider nominating a candidate(s) for his consideration to be appointed City Librarian.

Public comment on Agenda Item #1 PUBLIC EMPLOYEE APPOINTMENT/HIRING: City Librarian

An anonymous member of the public expressed foreboding, and stated that this individual believed that the reasons for doing a national search were still valid. The anonymous member of the public further suggested that the institution deserved someone selected through such a process, noted that the search process allowed for evaluation of the person as well as for the person to know what they were getting into, called ending the search process a mistake, and observed that a lawsuit could be filed in this matter as the City Charter required that three candidates be submitted to the Mayor. Mr. Ed Regan expressed happiness that the Commission was considering Ms. Hildreth for appointment as City Librarian. Ms. Marti Goddard, Access Services Manager read two brief statements in

Please note: These are draft Minutes subject to revision by the Public Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102 support of Ms. Hildreth, one from Mr. Randall Weaver, Project Read Manager and her own statement in support of Ms. Hildreth. Mr. Peter Warfield expressed appreciation for the explanation offered at the beginning of the meeting, but found it unfortunate that the search plan was being abandoned. Mr. Warfield found that doing a search was an appropriate process, which would assure the public of the appropriateness of the process. Mr. Warfield found the reasons mentioned for moving forward with nominating a candidate unpersuasive, noting that the bond program is a 10 year project that the Acting City Librarian was capable of handling. Mr. Warfield found that abandoning the search would raise questions among the staff and public and would taint whoever was selected and deny them legitimacy. Mr. Warfield urged that the Commission continue with its original or even a more extensive search plan. An anonymous member of the Library's staff noted that Ms. Hildreth had taken up the job of City Librarian under difficult circumstances and that she had exhibited leadership of the highest level. The anonymous member of the Library's staff stated that Ms. Hildreth had the complete backing of the Library's staff and urged that the Commission recommend the Mayor appoint her City Librarian.

The Commission went into closed session at 4:19PM
The Commission returned to open session at 5:27PM

MOTION: By Commissioner Steiman, 2nd by Commissioner Bautista pursuant to San Francisco Administrative Code Section 67.12(b) (4): to report that the Commission had taken action during the closed session.

ACTION: Aye 4-0 (Bautista, Higueras, Steiman, and Swig)

President Higueras reported that by unanimous vote (Bautista, Higueras, Steiman, and Swig) the Commissioners had nominated Susan Hildreth to the Mayor for appointment as City Librarian.

Public comment: Mr. Ed Regan expressed approval of Ms. Hildreth's nomination.

MOTION: By Commissioner Bautista, 2nd by Commissioner Swig pursuant to San Francisco Administrative Code Section 67.12.(a) to disclose the major points of the Commissioner's reasons discussed in the closed session for making this nomination to the Mayor .

ACTION: Aye 4-0 (Bautista, Higueras, Steiman, and Swig)

COMMISSION COMMENT on the Closed Session discussion

Commissioner Bautista reported that the main reason for her vote to nominate Ms. Hildreth was her leadership of the campaign for the recently approved branch library bond, noting that the great success of the bond proposal not only demonstrated Ms. Hildreth's ability, but also constituted public vote of confidence in her leadership of the Library. Commissioner Bautista observed as the newest Commissioner that as she learned more

number of members The of the public who spoke anonymously at this meeting. 2

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

about the Library she had developed a very favorable impression of Ms. Hildreth's skills. Vice President Steiman stated that it had always been her advice to the Mayor that he appoint Ms. Hildreth as City Librarian. Vice President Steiman observed that Ms. Hildreth had exceeded every expectation and suggested that even if a national search process had produced a candidate as well qualified as Ms. Hildreth, any new person would take at least a year to familiarize themselves with the Library at a time when critically important decisions would need to be made. In addition, Vice President Steiman noted that she would not want to take the risk of losing Ms. Hildreth during a lengthy search process. Vice President Steiman also noted that Ms. Hildreth had won the confidence of the Library's staff, who after many years of great change deserved a period of stability. Commissioner Swig commented that Ms. Hildreth was well qualified and that she had been impressed as a new Commissioner with the manner in which Ms. Hildreth took up the challenge following Ms. Minudri's illness. Commissioner Swig noted that Ms. Hildreth had been effectively doing the work of two positions in a very difficult environment. Commissioner Swig suggested that there was risk of losing Ms. Hildreth during a national search process which would not find a candidate better qualified and who would have no time to learn the job. She also noted that there was a strong possibility that someone new could accept the position and then find out the high cost of living and the many challenges facing them and not work out. President Higueras observed that he had always been a strong supporter of having a good process, and that part of a good process was to carefully evaluate what the Library already had. President Higueras noted that the Acting City Librarian met all of the criteria of the very best candidate, pointing out her award as one of the top five city department managers. President Higueras reported that Ms. Hildreth had demonstrated excellent leadership and enjoyed the Mayor's confidence. He suggested that she would have certainly been a finalist in any search process. President Higueras said that choosing anyone else apparently equally qualified would be taking a chance that they could do as well, when the Library already had a proven candidate.

AGENDA ITEM #2 LIBRARY STRATEGIC PLAN

Acting City Librarian Susan Hildreth presented a detailed overview of the lengthy community and staff input process which formed the basis for the Strategic Plan. Ms. Hildreth then discussed the revisions and additional staff comment on the Library's Strategic Plan since the Library Commission in January 2000 had last considered it. The Acting City Librarian outlined in detail the yearlong process of considering the Commission's comments together with additional revisions suggested in a Fall 2000 facilitated meeting where all of the various issues were again addressed. The Acting City Librarian explained that the Leadership Group had drafted the plan and then a second staff group had responded to the recommendations and refined the plan. At the September meeting facilitated by Ms. Rhea Rubin the document was further revised. Ms. Hildreth described the changes in format and focus of the plan, noting that the Library Directions were key to the development of the plan. She reported that the goals and objectives had needed to be modified to clarify and focus the plan. Ms. Hildreth noted that adding a Value

The number of members of the public who spoke anonymously at this meeting 2.

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Statement to the strategic plan articulated the values that would guide implementation of the goals identified. The Acting City Librarian recommended that the proposed plan be adopted as the Library Services Plan, clearly stating that service priorities would be guided by the values described. Ms. Hildreth next spoke about the second step of this process where the resources needed to carry out the initiatives called for by the plan would be identified. Ms. Hildreth noted that many items in the Library's budget reflected goals and activities proposed in the plan. She noted that an important issue would be to clearly establish the relevance of the library's collections to their users , pointing out that the Library's ongoing bibliographic review of its collections was the beginning of this process. Ms. Hildreth proposed to bring the final draft of the Library Strategic Plan back to the Commission for its final review and approval in the near future.

Public comment on Agenda Item #2 LIBRARY STRATEGIC PLAN

An anonymous member of the public observed that the explanatory documents described in the agenda were not matched by the materials provided, noting that use of the term "service plan" generally referred to a staff created legal or technical reporting document not a strategic plan which reflects public input. This individual found this effort going in the wrong direction, noting a page 3 reference to developing collections with the involvement of affinity groups. The anonymous member of the public felt this reference meant that those that paid had more say in developing the library's collections than the public. This person also felt that the plan's extensive emphasis on developing computer based Internet resources was not that high a priority with the public. Mr. Ed Regan commented on the discussion on diversity of collections, suggesting that that the non-fiction parts of the collection were more critical to the public, and proposing that the same collection of non-fiction materials be available in every library. Mr. Peter Warfield questioned if the copy of the plan provided the public was the same document being reviewed by the Commissioners. Mr. Warfield expressed no problem with having a service plan, but noted puzzlement at an apparent lack of discussion of Library hours in the plan. He commented that patrons wanted more weekend and evening library hours. Mr. Warfield also asked for more references to building the book collections, observing that the collection assessment made some sense, but that he would like further explanation about how this fit into the overall plan.

Commission comment on Agenda item #2 LIBRARY STRATEGIC PLAN

President Higueras observed that he preferred to describe the plan as a strategic plan as it was a plan for providing services over a number of years. President Higueras suggested that the Commission hold a special retreat to discuss the proposed plan, seeking public comment and input on the details of this proposal. President Higueras noted that the strategic plan had major ramifications for future Library budgets and for the development of the branch bond program. Vice president Steiman expressed the hope that it would not take another year to complete a final draft but that staff should move forward to bring the plan to the Commission for action. Vice President Steiman noted that a full day had been taken to address these issues by the leadership group and that it was very important to preserve the key directives from the community in the final plan. She also emphasized that relevance to the Library's needs should guide any partnership relationships which the Library might consider. Vice President Steiman in general, expressed approval of the plan, recommending the goals be highlighted. In particular, she observed that the plan addressed the important issue of collection development and commented that the Library must be aware of changing services needs, not become a book museum. Vice President Steiman mentioned that in gathering additional input on the strategic plan care should be taken that there was no appearance of favoritism. She noted that it was important that everyone received a fair hearing and that there was no inside track. She additionally suggested that additional affinity groups could be formed if there was a need for them. Commissioner Swig commented that many people had worked very hard to contribute to the development of this plan. She additionally noted that this revision retained previous good content but in an improved format, calling attention to better ordering of the goals and objectives. Commissioner Swig also emphasized the importance of the page 5 discussion of maintaining the collection properly and noted that she felt that a services plan was only a part of the overall strategic plan that the Library needed. Vice President Steiman stated that excellent customer service must be the first priority and that it involved more than staffing issues. She observed that providing good service was the whole point of building a good collection. President Higueras recommended that the Commissioners review the proposals and arrive at an agreement on what should be in the final format. Commissioner Swig observed that this draft had come a long way. Commissioner Bautista suggested that there should be another round of checking with the community to see if goals had changed as a result of the approval of the branch bond issue. Vice President Steiman suggested that the draft be available in all branches and on the Library's website with an invitation to comment. The Acting City Librarian outlined a plan to seek additional staff and community input on the plan and expressed a hope to be able to gather these additional revisions and present a draft to the Commission in May. Commissioner Bautista raised concerns that the plan address the need for a broader range of languages referring to discussions on pages 6 and 16. She noted the absence of both Japanese and Filipino languages and recommended that the various languages collections be reviewed with the goal being to add significantly more language groups to the Library's collections.

AGENDA ITEM #3 PUBLIC COMMENT

An anonymous member of the public noted that Susan Hildreth was not Ken Dowlin, who was not John Franz, and was not Dr. Starr. The anonymous member of the public expressed shock at the Commission President's comment that bad process leads to bad results as good process does to good results. This person also made an observation about respect accorded to a person's ideas and issues. This individual additionally wondered that someone might say of Ms. Hildreth's successor, he/she is not Susan Hildreth. Mr. Ed Regan recommended that Library public services hours be extended from 6AM until Midnight, seven days a week, 365 days per year. Mr. Regan also recommended the same uniform collections of books be available in both the Main Library and the Branches.

Agenda Item #4 - ADJOURNMENT

MOTION: by Commissioner Steiman, seconded by Commissioner Bautista that the meeting be adjourned.

The number of members of the public who spoke anonymously at this meeting 2.

ACTION: AYE 4-0 (Bautista, Higueras, Steiman, and Swig)

The meeting was adjourned at 6:28PM

Michael Housh, Commission Secretary 3/20/01

The number of members of the public who spoke anonymously at this meeting 2.

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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The number of members of the public who spoke anonymously at this meeting. 2

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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The number of members of the public who spoke anonymously at this meeting. 2

OJECT READ
le Helping People To Read

As manager of Project Read, the adult literacy program of the San Francisco Public Library, I would like to communicate my energetic support for the appointment of Susan Hildreth as City Librarian. While serving as Acting City Librarian, Ms. Hildreth has shown a deep commitment to serving all segments of our community including those individuals who are not typically patrons of the library. In addition, her ongoing encouragement and support of Project Read--the staff, adult learners and volunteer tutors—has contributed greatly to the success of this important library program.

Randall Weaver

Project Read Manager

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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The number of members of the public who spoke anonymously at this meeting. 2

I hope that in your closed session today, you will decide to recommend to the Mayor that Susan Hildreth be appointed to serve as City Librarian.

We are fortunate that Susan has been acting in this role over the past several months. Her leadership has enabled the San Francisco Public Library to move forward during a time when we might have been treading water and waiting for decisions. I have often been amazed by how capable Susan is of keeping in mind the widely varied interests and needs of our patrons and staff as she deals with projects of importance to the institution. I have been grateful for how she attends to situations of personal importance to the individuals who use the Library as well as staff members who work here.

I have been proud to see how Susan represents SFPL professionally, in both the State of California and on a national level – through her involvement in the American Library Association.

And so I will repeat – I hope that today you will decide to recommend that Susan Hildreth be appointed to serve as City Librarian.

Marti Goddard
Access Services Manager

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SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
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Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Darian W. Swig
Commissioners

Susan Hildreth
Acting City Librarian

Michael Housh
Commission Secretary

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, April 3, 2001
TIME: 4:00PM
PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order

AGENDA: * **

1. APPROVAL OF THE JANUARY18, 2001 MINUTES — ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the special Commission meeting of January18, 2001.
Explanatory document: draft minutes

2. APPROVAL OF THE February 6, 2001 MINUTES — ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of February 6, 2001.
Explanatory document: draft minutes

3. APPROVAL OF THE February 15, 2001 MINUTES — ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the special Commission meeting of February 15, 2001.
Explanatory document: draft minutes

4. CITY LIBRARIAN'S REPORT by City Librarian Susan Hildreth — DISCUSSION
(This a discussion item is to allow the City Librarian to report on recent Library activities and make announcements)
This report will consist of an update on the library's fine and fee schedule, a report on the Public Library Directors Forum, an update on the POE Supplemental Appropriation, information on Sup. Leno's Resolution in support of the ALA's lawsuit against the CIPA and legislation regarding limiting Internet filtering on all city owned computers, and a report on site meetings.

5. COLLECTION ASSESSMENT UPDATE — DISCUSSION
Presentation and discussion of an update report on the status of the collection assessment project.

6. FRIENDS AND FOUNDATION REPORT DISCUSSION

(This item is to allow the Friends and Foundation of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

7. UNION REPORT DISCUSSION

(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

8. NEW BUSINESS DISCUSSION

(This item is to allow Commissioners to introduce new agenda items for future consideration.)

9. PUBLIC COMMENT DISCUSSION

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

10. ADJOURNMENT (requires motion and public comment) ACTION

*** Public comment will be taken before or during the Library Commission's consideration of each agenda item.**

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at http://sfpl.lib.ca.us/.
Michael Housh, Commission Secretary - 3/27/01

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

Michael Housh, Commission Secretary
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San Francisco Public Library Commission
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Phone 415.557.4233, Fax 415.557.4240

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SAN FRANCISCO
PUBLIC LIBRARY

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Acting City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Tuesday, April 3, 2001
The San Francisco Public Library Commission held its regular meeting on Tuesday, April 3, 2001 in the Koret Auditorium, Main Library.

The meeting was called to order at 4: 05PM by Vice President Steiman
The following members were noted present: Vice President Steiman, and Commissioners Bautista, Chin, and Coulter.

The Secretary noted Commissioners Higueras, Streets, and Swig were excused attendance.

Vice President Steiman announced that Mayor Brown had accepted the Commission's nomination and appointed Susan Hildreth to be City Librarian.

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF JANUARY 15, 2001 SPECIAL COMMISSION MEETING

Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF January 15, 2001 SPECIAL COMMISSION MEETING

An anonymous member of the public commented on a page 5 summary of the discussion of the City Librarian Search Committee Report concerning Mr. Hawkins comments on the importance of an open search process. The anonymous member of the public then discussed remarks attributed to President Higueras this person had transcribed from the recording of the meeting regarding the kind of search process used when Ms. Minudri was appointed City Librarian. The anonymous member of the public found these comments astounding given the evidence offered in a lawsuit concerning Ms. Minudri's hiring and suggested that these remarks should be included in the Minutes. Mr. Ed Regan reported that his comments had been generally reported accurately, but clarified that his page 4 mention of hiring graduates of City College to work in the Library specifically referred to graduates of its library technology program. Mr. Peter Warfield commented that page 3 remarks attributed to him should be clarified to note how and whether some of the proposed improvements were related to POE recommendations, and noted that he had asked that the projects be linked to specific funding sources. Mr. Warfield additionally suggested that on page 4 in remarks attributed to Mr. Hawkins that it be noted that he had said that public input would rather than could be included as part of the search process. Further, Mr. Warfield requested that remarks attributed to him on page 6 concerning the Branch Reorganization Plan be clarified to read that there was no library prepared justification for the increase in the number of staff to be supervised under the plan.

The number of members of the public who spoke anonymously at this meeting. 1

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Commission comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF January 15, 2001 SPECIAL COMMISSION MEETING

Vice President Steiman pointed out that President Higueras' comments regarding the process involved in appointment of Ms. Minudri as City Librarian specifically referred to the fact that no search firm was used in that process. Commissioner Coulter observed that anonymous member of the public had spoken against using a search firm in conducting the City Librarian Search process this time.

MOTION: by Commissioner Chin, seconded by Commissioner Bautista for approval of the Minutes.

ACTION: AYE 4-0 (Bautista, Chin, Coulter, and Steiman)

AGENDA ITEM #2 APPROVAL OF THE MINUTES OF FEBRUARY 6, 2001 REGULAR COMMISSION MEETING

Public comment on AGENDA ITEM #2 APPROVAL OF THE MINUTES OF FEBRUARY 6, 2001 REGULAR COMMISSION MEETING

An anonymous member of the public requested that in the report of the discussion of the Supplemental Appropriation that the issues involved in a request by Supervisor Yee for a City Attorney's Opinion concerning the proper use of Prop. E (Library Preservation Fund) be clarified. The anonymous member of the public further requested that remarks attributed to Ms. Hildreth during a New Business discussion concerning an annual report be included in the Minutes. This individual also observed that the point of this individual's discussion of government by aristocracy was that it was the same thing as government by the "good" as related to remarks attributed to Commissioner Coulter. Mr. Ed Regan suggested regarding the page 12 report on the Branch Library Bond program that a special committee of the Library Commission be created to determine exactly what is wanted in the physical aspects of the proposed new branch libraries such as total square footage and types of uses for various rooms.

Commission comment on AGENDA ITEM #2 APPROVAL OF THE MINUTES OF February 6, 2001 REGULAR COMMISSION MEETING

Vice President Steiman requested that the Secretary review the meeting tape concerning Mr. Regan's reported remarks.

MOTION: by Commissioner Bautista, seconded by Commissioner Chin for approval of the Minutes of February 6, 2001.

ACTION: AYE 5-0 (Bautista, Coulter, Higueras, Steiman, and Swig)

AGENDA ITEM #3 APPROVAL OF THE MINUTES OF FEBRUARY 15, 2001 SPECIAL COMMISSION MEETING

Public comment on AGENDA ITEM #3 APPROVAL OF THE MINUTES OF FEBRUARY 15, 2001 SPECIAL COMMISSION MEETING

An anonymous member of the public noted that this individual had not reviewed the Minutes, but again called the Commission's attention to the incompleteness of the audio tapes of the meetings. Mr. Ed Regan found that his comments were accurately reported in these Minutes.

MOTION: by Commissioner Chin, seconded by Commissioner Bautista for approval of the Minutes of February 6, 2001.

ACTION: AYE 5-0 (Bautista, Coulter, Higueras, Steiman, and Swig)

Vice President Steiman called up Agenda item #8 New Business out of Order.

AGENDA ITEM #8 NEW BUSINESS

Commissioner Chin requested that the Commission receive a report on the Library's proposed Summer Reading Programs for children and youth as many traditional Summer Schools would not be operating this Summer. Commissioner Coulter requested an update on the status of the Library Commission Policy handbook. Commissioner Bautista noted the improved appearance of several branch libraries and requested an update on the work of the Library's anti-graffiti task force.

Public comment on AGENDA ITEM #8 NEW BUSINESS

None offered.

AGENDA ITEM #4 CITY LIBRARIAN'S REPORT

The City Librarian informed the Commissioners that the Board of Supervisors had approved the Library's Fine and Fee Schedule except for the section creating a materials recovery program and the $10 fee that would have funded it. Ms. Hildreth also informed the Commissioners of Supervisor Yee's legislation authorizing a library fine amnesty period that was currently being considered by the Board of Supervisors. She noted that the Board of Supervisors could adopt this legislation by April 16th. Ms. Hildreth commented that if approved, the Library Commission would be asked to hold a hearing and authorize a fine amnesty period prior to July 1, 2001. The City Librarian next reported to the Commissioners concerning the "Check It Out" Campaign, a public relations effort to support libraries statewide, discussions of the recently released census data, updates on the availability of ebooks, the latest information on the Library of California, library staff recruitment information, an update on the state library bond program, and the new Libris library building design software program developed by the State Library presented at the annual Public Library Directors Forum held in Santa Barbara.

Ms. Hildreth then reported on the progress of the POE (Post Occupancy Evaluation) related supplemental appropriations request reporting that it had been approved by CIAC (Capital Improvements Advisory Committee) and that it had been introduced at the Board of

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Supervisors for discussion by the Board's Finance Committee before the end of April. The City Librarian informed the Commissioners concerning legislation in support of the ALA (American Library Association) lawsuit and a resolution limiting internet filtering of City owned computers introduced by Supervisor Mark Leno seeking to block enforcement of the recently enacted CIPA (Children's Internet Protection Act). Ms. Hildreth suggested that it was likely that the federal courts would place an injunction against enforcement of the law pending resolution of the many legal issues involved.

Ms. Hildreth next discussed the branch library site selection community meetings, calling attention to meetings for the Visitacion Valley Branch on March 19 and the Ingleside Branch on March 28. The City Librarian reminded the Commissioners that additional branch library site selection community meetings would be held for the Portola Branch on April 5 and for the Glen Park Branch on April 10, 2001. She noted that there had been excellent feedback from meeting participants and that many potentially good sites had been highlighted.

Noting that these issues had come to her attention after the meeting agenda was posted, Ms. Hildreth then brought the Commissioners up to date on the what the Library had been doing to persuade Muni to reconsider the elimination of a widely used #19 Polk Street Line bus stop near the Larkin Street entrance of the Main Library. Finally, the City Librarian informed the Commissioners concerning a serious book mutilation problem that had been occurring in the Main Library and at the Chinatown branch. Ms. Hildreth noted that the problem had been discussed at a March 30th General Staff Meeting to raise staff awareness and vigilance to bring the problem to an end. She noted that Library Security had involved the police department, that the damage was mainly targeted on gay and lesbian related materials, and was extensive. She discussed steps that staff were taking to catch the vandal and stop the problem.

Public comment on Agenda Item #43 CITY LIBRARIAN'S REPORT:

An anonymous member of the public complimented the City Librarian on her success with the Fine and Fee Schedule without the materials recovery program. The anonymous member of the public expressed disappointment that supporters of the library had contrary to Board of Supervisor's rules applauded those supporting the unsuccessful materials recovery portion of this proposal. This individual then commented on how support for or opposition to Library activities had been ascribed differently depending on who was doing them. Mr. Ed

Regan called for the abolition of library fines. Mr. Regan suggested that the Library Security Department produce a report to the public on all materials lost through being overdue, because of theft, or those items that were weeded. Mr. Peter Warfield agreed with the previous speakers and observed that his reading of library literature convinced him that libraries with a no fines policy actually recovered more materials than libraries that charged fines. Mr. Warfield expressed happiness that the Supervisors had cut out the $10 fee and collection agency part of the Fine and Fee Schedule and that a fine amnesty was going forward. Mr. Warfield expressed the wish that the Commission had discussed the Fine and Fee matter more extensively and noted that he found the proposed use of the collection agency counter productive and harsh.

Commission comment on Agenda Item #4 CITY LIBRARIAN'S REPORT

Vice President Steiman requested that the Library keep detailed records of the rate of success of the new three overdue notices policy and assign clerical staff to make follow up phone calls to increase the recovery rate. She also was informed by the City Librarian in response to questions regarding students' use of ebooks that there would be a report to the Commission in the coming months on ebooks.

AGENDA ITEM #5 COLLECTION ASSESSMENT UPDATE

Roberto Esteves, Library Chief of Information and Resource Management gave the Commission a detailed overview of the extensive collection assessment program that the staff was undertaking. Mr. Esteves noted that the Library's collections were its 2nd most vital resource after the staff. He discussed in detail a proposed 10 year collection development plan which would be significantly based on a new look at the demographics of San Francisco Public library users. Mr. Esteves noted that this process would include an extensive examination of what was in the Library's collections and where the Library might want to go in the next few years. Mr. Esteves reported that this plan would replace the Library's 1994 Collection Development Plan, its first and only such effort.

Mr. Esteves described the ongoing first phase of this effort as a conspectus survey of the most of the Library's collections. This was described as a bibliographic survey by title, subject, and publication date. He pointed out that everything would be examined in the adult and children's collections, the reference/non-circulating collections, and in DRA Innovative Interface periodicals and books. Mr. Esteves noted that music books but not music scores would be surveyed and that AV materials would also not be covered in this initial phase review.

Mr. Esteves commented that the second phase of the collection assessment process would involve examining the collections from the patron's point of view. Mr. Esteves discussed how teams of three librarians would go to 32 specifically identified locations an examine what was actually on the shelves. He pointed out the materials in Brooks Hall would be included in this process. It was his expectation that this estimated six month long process would answer questions such as: how easy materials are to find; what materials are available on the shelves; and what is the age of the materials on a subject on the shelf.

The Chief of Information and Resource Management then outlined the third phase of the program as involving an in depth analysis of who library patrons were and what collections they were using. Mr. Esteves commented that questions such as: what items are on the shelf and what items are circulating, what materials patrons wanted

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and which they did not use; and what materials did patron want and could not find at their libraries. Mr. Esteves described the fourth phase of the process as a complete rewrite of the collection development plan. He proposed that this redrafting set plans for the next five years and that addressing weaknesses identified in the collection be a significant factor in Commission budget recommendations. The City Librarian noted that this was a very ambitious plan that was planned to be done with existing staffing. Mr. Esteves noted that other Bay Area libraries in the BALIS (Bay Area Library and Information System) would be conducting similar surveys that would facilitate both a better appreciation of the relative strengths and weaknesses of our collections, and also provide information on the strengths and weaknesses of neighboring libraries. He suggested that this information together with the development of the Golden Gateway Library network could facilitate a regional ability to focus development of collections among various kinds of libraries, maximizing the availability of materials, and allowing libraries to focus on delivering what patrons wanted.

Mr. Esteves then described aspects of the conspectus survey in detail and discussed the various ways that the data it gathered could be displayed for analysis, citing for example how materials in the collection related to the subject of Chemistry could be subdivided and analyzed by age in the collection and numbers of titles by subject by publication date. He explained further why music scores, uncatalogued materials, and AV materials would not be included in the first phase of the survey. He noted that the lack of the availability of the bibliographic analysis of the collection was a major deficiency of the 1994 Collection Development Plan.

Public comment on AGENDA ITEM #5 COLLECTION ASSESSMENT UPDATE

An anonymous member of the public observed that collection development was an area of extreme importance to the public, observed that to most members of the public the collection was of primary importance and the staff were there because of the collections, commented on the equal importance of items which circulate frequently and those which circulate less often. The anonymous member of the public noted that it was the library's role to preserve culture and that there were values more important than circulation. This individual suggested that decisions to cease buying some subjects would lobotomize the collection and that past collecting should be sustained by adding to current collections. Mr. Peter Warfield found this a worthy effort but expressed concern with use of demographic analysis to justify changing the library's collections. Mr. Warfield asked what was the ultimate objective or purpose behind such a change.

Commission comment on AGENDA ITEM #5 COLLECTION ASSESSMENT UPDATE

In response to questions by Commissioner Bautista, the City Librarian noted that this process was a good tool to evaluate what the library has in its collections, identifying what is being used, and could be of major help in creating a clear analytical evaluation and good statistics showing the strengths and weaknesses of the Library's collections. Ms. Hildreth noted that this was an appropriate time for the Library to review its collections and the data gathered from this review could then form a basis to guide policy decisions on what the Library collects. Mr. Esteves suggested that this could be a two year process. Ms. Hildreth commented that the project was funded within the existing budget, that the conspectus process was already paid for, and that doing such an analysis was a normal part of staff librarians regular responsibilities. Ms. Hildreth also pointed out that this information could identify who the Library is serving and what new materials are wanted. In response to Commission questions, Ms. Hildreth then discussed how this process would impact the smaller branch library collections, noting that as a matter of necessity branch librarians had to be much more aggressive in keeping their collections current because of there size. She noted that data would be available on the branch collections as part of the survey.

In response to questions by Commissioner Chin, Mr. Esteves explained how the survey used the existing Dewey numbering system to sort materials by subject and to then further categorize the materials by publication date. Mr. Esteves further explained how the Library proposed to respond to emerging subject areas, noting that it is an ongoing balancing effort to make sure that the collections meet the needs of patrons within the limits of the budget available. In answer to a question by Commissioner Coulter, Mr. Esteves described how the Library proposed to survey both its users and also non-users by use of an Internet survey. Responding to a query by Vice President Steiman, Mr. Esteves explained that there had been no collection development plan prior to the adoption of the 1994 plan. He also reported that that process, based in part on a review of demographic information, was a result of the need to update the Library's collections in anticipation of the opening of the new Main Library. There then followed a discussion of several possible changes that could result from the information gathered. Commission Chin emphasized that the Library pay careful attention to the newly identified demographic changes in order to better serve the public. Vice President Steiman commented on the importance of preserving the Library's historical collections. Commission Chin observed that building future collections was vitally important as well. Vice President Steiman observed that at least after this process the Library would have the facts on which to base its collection development decisions.
The City Librarian pointed out that this was a very large effort that would be done entirely with existing staffing. In response to a question by Commissioner Bautista, Ms. Hildreth reported that virtually the entire staff would be involved in the team effort. Vice President Steiman urged that a particular effort be made to identify and fill in materials not currently in the Library's collections. Mr. Esteves noted that this approach would take a more global view when considering additions to the collections resulting from this review process.

Agenda Item #6 FRIENDS AND FOUNDATION REPORT

Mr. Chuck Forester, Executive Director of the Friends and Foundation reported on the success of the Annual Library Laureates Dinner held on April 2, 2001. Mr. Forester expressed thanks and appreciation for the exemplary support which library staff gave in making the annual fundraising event such a big success. Mr. Forester next reported that the Friends and Foundation were making a commitment to contribute$300,000 this year in support of library programs. He also noted receipt of a $10,000 grant to support the work of the Hormel Center. Mr. Forester then discussed aspects of the planning for the Friends and Foundation Capital Campaign to be conducted in conjunction with the Prop. A Branch Library Construction and Improvement Bond (2000) program.

Public comment on comment on Agenda Item #6 FRIENDS AND FOUNDATION REPORT

An anonymous member of the public observed that the Library Laureates Dinner was a good event, but expressed the hope that no library staff had worked on the dinner while on Library time. The anonymous member of the public commented that at $300 per ticket this was an exclusive event and that it would be nice if the Library held an inclusive event as well. Mr. Chuck Forester noted that the majority of Friends and Foundation fundraising was grassroots based, pointing out the annual and very popular book sale.

Commission comment on Agenda Item #6 FRIENDS AND FOUNDATION REPORT

Commissioner Bautista noted the importance of having big ticket events which support and honor local writers and poets and the importance of building and maintaining a consistent fundraising base.

Agenda Item #7 LIBRARY LABOR UNION REPORT

None offered

Agenda item #8 NEW BUSINESS

* taken earlier in the agenda

Agenda item #9 PUBLIC COMMENT

An anonymous member of the public commented that new Commissioners might question the confrontational nature of comment offered to the Commission. This anonymous member of the public suggested that it was the result of people operating behind barriers and that those barriers become self–fulfilling ways of retaining power. Mr. Ed Regan requested that the Library adopt public service hours from 6AM to Midnight seven days per week, 365 days per year.

Agenda Item #10 ADJOURNMENT

MOTION: by Commissioner Bautista, seconded by Commissioner Coulter that the meeting be adjourned.

ACTION: AYE 4-0 (Bautista, Chin, Coulter, and Steiman)

The meeting was adjourned at 5:40PM.

Michael Housh, Commission Secretary 3/9/01

The number of members of the public who spoke anonymously at this meeting 1.

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

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San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, May 1, 2001
TIME: 4:00PM
PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Darian W. Swig
Commissioners

Susan Hildreth
Acting City Librarian

Michael Housh
Commission Secretary

AGENDA: * **

1. APPROVAL OF THE MARCH 6, 2001 MINUTES — ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of March 6, 2001.
Explanatory document: draft minutes

2. APPROVAL OF THE MARCH 15, 2001 MINUTES — ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the special Commission meeting of March 15, 2001.
Explanatory document: draft minutes

3. APPROVAL OF THE APRIL 3, 2001 MINUTES — ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of April 3, 2001.
Explanatory document: draft minutes

4. CITY LIBRARIAN'S REPORT by City Librarian Susan Hildreth — DISCUSSION
(This a discussion item is to allow the City Librarian to report on recent Library activities and make announcements)
This report will consist of a report on the effective date for the new fine and fee schedule, an update on the status of the supplemental appropriation request for Main Library POE repairs, an overview of the Branch site selection meetings, and a report on the Branch facilities plan outreach efforts.

5. CARNEGIE BRANCH LIBRARY LANDMARKING — DISCUSSION
Presentation and discussion of a proposal that the San Francisco Landmarks Preservation Advisory Board designate the Carnegie branch libraries such as the Richmond, Mission, Noe Valley, Golden Gate Valley, Presidio, Sunset, and Chinatown Branch Libraries as landmark structures.

6. LIBERARY FEE AMNESTY ACTION
Presentation of, discussion of, and possible action to approve a Library Fee Amnesty in the period prior to July 1, 2001 as authorized by the Board of Supervisors.
Explanatory document: draft Library Fee Amnesty proposal

7. LIBRARY BUDGET UPDATE DISCUSSION
Presentation on, and discussion of recent FY 2001-2002 Library Budget activities by Library Finance Director George Nichols.

8. FRIENDS AND FOUNDATION REPORT DISCUSSION
(This item is to allow the Friends and Foundation of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

9. UNION REPORT DISCUSSION
(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

10. NEW BUSINESS DISCUSSION
(This item is to allow Commissioners to introduce new agenda items for future consideration.)

11. PUBLIC COMMENT DISCUSSION
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

12. ADJOURNMENT (requires motion and public comment) ACTION

*** Public comment will be taken before or during the Library Commission's consideration of each agenda item.**

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at http://sfpl.lib.ca.us/.
Michael Housh, Commission Secretary - 4/23/01

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

Michael Housh, Commission Secretary
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PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

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Acting City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Tuesday, May 1, 2001
The San Francisco Public Library Commission held its regular meeting on Tuesday, May 1, 2001 in the Koret Auditorium, Main Library.

The meeting was called to order at 4: 05PM by Vice President Steiman
The following members were noted present: Vice President Steiman, and Commissioners Chin, Coulter, and Swig.

The Secretary noted Commissioners Bautista and Higueras were excused attendance.

Commissioner Streets joined the meeting at 4:09PM.

Vice President Steiman announced that Agenda item #4 Carnegie Branch Library Landmarking Report would be taken up out of order and then the rest of the agenda would follow as posted.

AGENDA ITEM #4 CARNEGIE BRANCH LIBRARY LANDMARKING REPORT

Commissioner Tim Kelly, President of the San Francisco Landmarks Preservation Advisory Board gave a very detailed presentation on the history and unique architectural features of the seven historic branch libraries, which were created through a $750,000 gift to the city from industrialist philanthropist Andrew Carnegie between 1914 and 1922. Commissioner Kelly then discussed in greater detail aspects of the various Carnegie Branch Libraries noting the construction dates of each. The President of the Landmarks Preservation Advisory board noted that all were excellent examples of what he described as a then new kind of building purposefully built as a branch library. Commissioner Kelly noted that all of the proposed landmark structures fully net the three criteria for landmarking. He pointed out they were each unique individual structures. He observed they each exhibited special character and historical significance. And lastly, Commissioner Kelly reported each had architectural and aesthetic significance. Commissioner Kelly further commented that the landmarking process facilitated retaining building of historic character or significance, but still fully allowed for necessary modernization. The President of the Landmarks Preservation Advisory Board informed the Library Commissioners that once the branch libraries had been designated as landmarks the Library would be required to obtain a "Certificate of Appropriateness" from the Planning Department before undertaking significant work. He noted that upon such an application the Landmarks Board would consult with expert designers and conduct a public hearing prior to approving a Certificate. Mr. Kelly noted specifically that the this process applied only to "character defining" elements of these buildings, such as their exteriors, the Main Reading Room, and symbolic entrances, such as paneled vestibules and historic entry patterns. Commissioner Kelly suggested that landmarking the Carnegie Branch Libraries would still allow for their adaptation for contemporary uses of interior spaces of less significance such as former Children's Rooms. The President of the Landmarks Preservation Advisory Board suggested that the Landmarks Board would work as a cooperative partner with the library to develop goals and objectives for renovation of the Carnegie Branch Libraries.

Public comment on AGENDA ITEM #4 CARNEGIE BRANCH LIBRARY LANDMARKING REPORT.

An anonymous member of the public recalled that many of the se branch libraries were identified by number, noting that the South Park Branch lost after the 1906 Earthquake had been No. 2, and that the façade of the Park Branch still displayed its No.5 . The anonymous member of the public commented favorably on this proposed, but urged caution noting potential conflict between the need for disabled access and the concerns of history. This anonymous member of the public cited the Noe Valley and Golden Gate Valley Branches as having insufficient space for wheelchair ramps. This individual reported being enthralled by the proposed statement of goals, noting that the speaker was right about the significance of these issues to the Library. This individual then concluded with a quotation attributed to Andrew Carnegie. Mr. Ed Regan commented that he was 100% in support of this proposal and that his only concern that it did not go far enough in proposing preservation of all of the historic branches as the backbone of the library system. Mr. Peter Warfield noted that he was unclear on the issues involved and expressed regret that documents about this proposal had been unavailable prior to the meeting. Mr. Warfield requested that he be provided with a copy of the information in Commissioner Kelly's presentation and asked why these branches were chosen for landmark status instead of others. Mr. Warfield observed that it was unfortunate the old Main Library, a Carnegie Grant building, had been lost and pointed out that the Park Branch was not a Carnegie building.

Commission comment onAGENDA ITEM #4 CARNEGIE BRANCH LIBRARY LANDMARKING REPORT.

Commissioner Coulter inquired concerning the challenges which landmark status might pose during the branch bond program renovations, citing the experience of the Mission and the Chinatown Branch projects as examples of good and bad situations. Commissioner Kelly responded by noting that the Richmond Branch had significant potential to be greatly expanded while maintaining the integrity of its historic fabric. He further discussed the Landmarks Board's positive experience with the renovation and expansion of the historic Laguna Honda Muni Station, noting that an entirely new but sympathetic structure had been constructed and joined with the historic building to make an improved whole. Commissioner Kelly then discussed various thoughts with the way in which seismic bracing had been installed in the Chinatown Branch and concerning

The number of members of the public who spoke anonymously at this meeting. 1

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

the loss of the original staircase at the Mission Branch. Commissioner Coulter pointed out that landmarking would add an additional layer of process to that already required involvement of Art Commission and the Planning Department thus increasing the complexity of carrying out these projects. Vice President Steiman expressed strong support for preserving all of the historic libraries but noted that a major concern of the Commission must be how well these buildings functioned as working libraries for patrons and staff. Vice President Steiman observed that it was imperative that everything be done to maximize the value of every bond dollar spent. Commissioner Kelly responded that the landmarking process was designed to address concerns about modernization and accessibility in historic buildings. He further noted that landmarking these buildings made available the assistance of the Landmarks Preservation Board experts as well as the advice and assistance of the preservationist community in renovating the branch libraries.

Commissioner Steiman noted that these building must be usable as libraries not building museums . In response to questions by Commissioner Chin, President Kelly discussed how these buildings would be included on California's list of historic properties, reporting an existing thematic nomination of all California's existing Carnegie Libraries, and responded to her comments concerning the Sunset and Chinatown Branches. Commission Chin raised the important question of which Commission would have the final authority to make decisions regarding the branch library buildings. She specifically recalled that there was a need to take demographic and use issues seriously recalling that at one time there was serious consideration of completely replacing the old North Beach/Chinatown Branch Library building with a larger structure. Commissioner Kelly responded by noting that the landmarking process provided a formalized way to address these issues, commenting that if an historic structure were totally destroyed there were procedures in place to remove it from the landmarks registry.

In response to comments by Commissioner Streets regarding potential additional complications for the branch bond program if the Carnegie's were landmarked the City Librarian responded that library staff was prepared to work with the Landmarks Board to address concerns regarding the need to make changes in some of the interior spaces of some of the Carnegie branches. Ms. Hildreth acknowledged that while this process might help address some concerns about preserving the buildings it could add additional time and expense for some of the projects. In response to a question by Commissioner Chin, Commissioner Kelly conceded that there was no financial advantage to be gained for public buildings to be landmarked. Vice President Steiman noted that this could potentially create at situation where the Library Commission had responsibility for operating the libraries without the authority to make decisions on how they could best be renovated.

Ms. Hildreth reported that President Higueras had been in close contact with Commissioner Kelly concerning this proposal, encouraging of the process, but with appropriate caution concerning the potential for additional expense. Commission Swig expressed support for the concept but inquired regarding the process that would be necessary to accomplish it. Commissioner Kelly then outlined in some detail the process used by the Landmarks Preservation Advisory Board, the Planning Department, and the Board of Supervisors to designate landmarks. In answer to a question by Commissioner Chin regarding who might oppose the proposal, Ms. Hildreth noted that the Mayor's Office of Disabilities had made making the buildings fully accessible for the disabled a high priority. She further noted that the Library Commission had emphasized the high importance that the functionality of the buildings as working libraries. The City Librarian then discussed some of areas of concern with making needed ADA (Americans with Disabilities Act) improvements to Carnegie branches with limited interior space such as Golden Gate Valley. **Vice President Steiman suggested that perhaps there should be a formal statement from the Commission to the Landmarks Preservation Advisory Board expressing its concerns with the landmarking of the Carnegie Branch Libraries.**

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF MARCH 6, 2001 REGULAR COMMISSION MEETING

Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF MARCH 6, 2001 REGULARCOMMISSION MEETING

An anonymous member of the public cited Sec. 67.2-92 and other sections of the Sunshine Ordinance as requiring that public comment summary statements submitted as part of the Minutes be posted on the Library's website with the Minutes. The anonymous member of the public noted that previously public comment summary statements made available by email had been included with the Minutes on the library website. This individual chose not to continue to make these statements available when other public comment summary statements (provided in non-electronic format) were not included on the website. Mr. Ed Regan found his comments accurately reported, but requested that a page 5 comment on book collections be amended to specifically refer to non-fiction books. Mr. Peter Warfield noted the absence of public comment summary statements in some copies of the Minutes although all copies had the cover page for Appendix A Public Comment Summary statement, commented on the absence of public comment summary statements on the copies of the Minutes posted on the website, and observed that there should be a notice posted on the website calling attention to the fact that other copies of the Minutes contained public comment summary statements. Mr. Warfield suggested revisions to a page 3 discussion of comments attributed to him regarding the concept of a bond manager to oversee all aspects of a bond as was discussed at a CALTEC meeting that he had attended.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE MARCH 6, 2001 REGULAR COMMISSION MEETING

In response to a question by Commissioner Coulter, the Secretary explained why the mailed out copies of the Minutes lacked some public comment summary statements. The Secretary further explained why public comment summary statements were not being posted on the library website. In response to a question by Vice President Steiman, Deputy City Attorney Adine Varah reported that the Library had advised the City Attorney's Office that due to technical and resource limitations it was not possible for the Library to scan in every document received in a non-electronic format and then post them on the web. The Deputy City Attorney further noted that her office had advised the Library that the provisions of the Sunshine Ordinance required that "to the extent possible" that such documents be posted

The number of members of the public who spoke anonymously at this meeting. 1

on the Library's website. In response to a query by Vice President Steiman, the Commission Secretary reported that no time limit had been set for the submission of public comment summary statements. He observed that when the Commission acted to approve a set of Minutes that act completed those Minutes, subject only to a specific future motion to revise them.

MOTION: by Commissioner Chin, seconded by Commissioner Coulter for approval of the Minutes.

ACTION: AYE 5-0 (Chin, Coulter, Steiman, Streets, and Swig)

AGENDA ITEM #2 APPROVAL OF THE MINUTES OF THE MARCH 15, 2001 SPECIAL COMMISSION MEETING

Public comment on AGENDA ITEM #2 APPROVAL OF THE MINUTES OF THE MARCH 15, 2001 SPECIAL COMMISSION MEETING

An anonymous member of the public called attention to mistakes in the footnotes referring to draft minutes and the number of members of the public who spoke at that meeting. Additionally this individual called attention to page 3 remarks that this person found summarized in a manner which was less colorful than what was actually said. Further, the anonymous member of the public called attention to page 4 comments by President Higueras that should have been highlighted in bold type. Mr. Ed Regan found his remarks accurately reported. Mr. Peter Warfield commented that all colorful comments should be reported as spoken. Then Mr. Warfield called attention to a page 3 description which he found to be editorializing and inaccurate in describing the strategic planning community and staff input and meeting process discussed in the City Librarian's Report as lengthy. Mr. Warfield noted that he felt that there had not been sufficient public input on the strategic plan. Mr. Warfield suggested that he had said that the ending the City Librarian search process "might" taint whomever was selected and "might" raise questions about the selection process. Mr. Warfield noted that a Page 4 comment attributed to him simply asked if the copies of the strategic plan provided to the Commission were the same as those provided to members of the public. Mr. Warfield questioned the reporting of who had initiated the meting between the Mayor and the President and Vice President concerning the nomination of Ms. Hildreth to be City Librarian.

Commission comment on AGENDA ITEM #2 APPROVAL OF THE MINUTES OF THE MARCH 15, 2001 SPECIAL COMMISSION MEETING

Vice President Steiman observed that the strategic plan staff and community input gathering and meeting process had indeed been lengthy.

MOTION: by Commissioner Chin, seconded by Commissioner Swig for approval of the Minutes of March 15, 2001.

ACTION: AYE 5-0 (Chin, Coulter, Steiman, Streets, and Swig)

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

AGENDA ITEM #3 APPROVAL OF THE MINUTES Of THE APRIL 3, 2001 REGULAR COMMISSION MEETING.

Public comment on AGENDA ITEM #3 APPROVAL OF THE MINUTES OF THE APRIL 3, 2001 REGULAR COMMISSION MEETING

An anonymous member of the public commented that this individual had made comments at the April 3rd meeting which accused the President of the Commission of lying or of contradicting sworn testimony by the Commission given in a lawsuit filed by this individual concerning the selection of Regina Minudri to be City Librarian and found that the report of these remarks were both misleading and insufficiently informative regarding the substance of the controversy and its importance or of the point attempting to be made. Additionally, this individual noted that later in the discussion Vice President Steiman contradicted this individual's remarks by belittling the controversy and that the Commission had lost all creditability by not disproving their accuracy. Mr. Ed Regan found that his comments were accurately reported in these Minutes. Mr. Peter Warfield expressed appreciation for the Vice President's acceptance of corrections to his remarks in previous meeting minutes. Mr. Warfield called attention to page 4 remarks attributed to him regarding his comments on City Librarian's report discussion of library literature on the efficacy of fines in recovering Library materials and restated his view that the literature cited objectively proved that a no fine policy was more effective in recovering materials. Mr. Warfield finally requested that his comment on page 6 be changed to specifically refer to the purpose of the study rather than simply change.

Commission Swig noted a mistake in reporting both herself and President Higueras as voting on a page 2 item and requested that the notation be corrected as they were not present at the April 3rd meeting.

MOTION: by Commissioner Coulter, seconded by Commissioner Chin for approval of the Minutes of April 3, 2001 as amended.

ACTION: AYE 5-0 (Chin, Coulter, Steiman, Streets, and Swig)

AGENDA ITEM #4 CITY LIBRARIAN'S REPORT

The City Librarian updated the Commissioners on the Fine and Fee Schedule recently approved by the Board of Supervisors noting that it would become effective on May 7th. Ms. Hildreth then discussed the discussions during the Board of Supervisors Finance Committee's approval of the supplemental appropriation for Main Library improvements. She noted that changes in this legislation from the request approved by the Library Commission included a reduced project reserve, and reserve funding for the audio visual and signage consultants at the request of the Budget Analyst and Supervisors. The City Librarian also informed the Commissioners that the Finance Committee had placed at Reserve on the request for $230,000 for the radio repeater system pending getting information verifying the project's costs from the Department of Technology and Information Services (DTIS). The City Librarian noted that review and re-evaluation of

The number of members of the public who spoke anonymously at this meeting. 1

these projects could mean that the Library might have to go back to the Board of Supervisors and request additional funds to complete these projects. She reported that the Library had committed to the Finance Committee to complete all of the proposed projects. Ms. Hildreth noted that the supplemental request would have its first reading at the Board of Supervisors the following Monday.

Ms. Hildreth next reported that she proposed to bring recommendations from the staff working groups on changes in the first floor of the Main Library to the Commission for its consideration in June or July. Ms. Hildreth then outlined in some detail the ongoing branch site selection community meetings being held to discuss the selection of potential sites for replacements for the four branch libraries currently in rented facilities. The City Librarian reported that the process so far had narrowed the number of sites under consideration from 6 or 7 to 2 or 3. The City Librarian recommended that the Commission consider holding a special meeting to gather additional community input and discuss Commissioner's concerns with final site selections. Ms. Hildreth noted that the Library would make every effort to widely notify all those concerned about this special meeting and actively seek additional comment on these recommendations.

Ms. Hildreth reported on a series of "focus group" meetings held to discuss the ongoing branch facilities plan. The City Librarian reported that summaries of these focus groups discussions would be included in the final report. The City Librarian then discussed plans for surveys to be conducted in the branches later in the month. Ms. Hildreth expressed a hope that these surveys would engage public interest in helping to make choices concerning what kinds of facilities and new services they would like to see in their branch library. The City Librarian announced that they would be an additional group of neighborhood meetings on branch renovations to be held on May 21st at the Excelsior Branch, May 22nd at the Marina Branch, May 24th at the Richmond Branch, May 30th at the Bayview Branch, May 30th at the Parkside Branch, and finally June 4th at the Eureka Valley branch. Ms. Hildreth reported that the Library had been successful in placing ads for these meetings in a large number of neighborhood newspapers and that each meeting would address library services issues in two Supervisorial Districts.

Ms. Hildreth next reported to the Commissioners concerning the California Library Associations' "Library Day in Sacramento" noting efforts for legislation such as SB 94 providing additional library funding and opposed to AB151 hich would mandate internet filtering based on the model created by the federal Children's Internet Protection Act. She then reported on her visit to Washington, DC to participate in lobbying for library issues with San Francisco's representatives in Congress. She noted that these discussions focused on efforts to expand the Library Technology Services Program and to oppose the Children's Internet Protection Act (CIPA) efforts to mandate filtering library computers or face loss of federal library funding.

Public comment on Agenda Item #43 CITY LIBRARIAN'S REPORT:

An anonymous member of the public expressed concern with the library's use of focus groups to obtain information concerning branch library services the public might want. The anonymous member of the public then discussed Supervisor Yee's request for a City Attorney's Opinion concerning the proper use of Prop. E (Library Preservation Fund) moneys. This person remarked that the opinion provided by the City Attorney was addressed to the City Librarian and sidestepped responding to Supervisor Yee. This individual noted that of three elements in Prop. E, this opinion only addressed one. Mr. Ed Regan reported that he had been unable to find the branch library site selection meetings and requested that mailed notices be sent out to those expressing interest in attending. Mr. Peter Warfield agreed there was a need for more notice for these meetings and noted that he was unclear regarding what new services were being proposed. Mr. Warfield questioned the use of focus groups asking what questions asked, what objectives were discussed, and how the questions were pursued. Mr. Warfield noted that several of the items included in the supplemental appropriations request were not related to the POE.

Commission comment on Agenda Item #4 CITY LIBRARIAN'S REPORT

Vice President Steiman reported that the site selection community meetings she had attended were very lively and well attended as well as being very productive. Commissioner Chin expressed satisfaction that library staff was making special efforts to reach out to those who don't or cannot attend meetings. She particularly applauded the effort to focus on getting the views of those not normally heard.

Vice President Steiman called for a brief recess of the meeting at 5:41PM. The Commission returned to session at 5:50PM.

AGENDA ITEM #6 LIBRARY FEE AMNESTY

City Librarian Susan Hildreth informed the Commissioners concerning the background of Supervisor Leland Yee's Library Fee Amnesty legislation. She noted that it had been viewed as a companion measure to the materials recovery program, but that as the Board of Supervisors had eliminated the materials recovery program from the Fine and Fee Schedule which they approved. Ms. Hildreth announced that if the Commission agreed the Fine Amnesty would be held during June 1 –15, 2001. The City Librarian noted that the previous Fine Amnesty in March of 1998 had not been particularly successful in retrieving materials that were long overdue and that even greater publicity and outreach efforts would be made to try and make this over due book amnesty more successful. Ms. Hildreth then introduced Marcia Schneider, Library director of Public Affairs who gave a detailed presentation on the extensive community outreach effort planned for the Overdue Book Amnesty. Ms. Schneider reported that the Library would undertake a bigger effort with greater outreach than previously done and noted that any input on how to make the publicity more effective would be welcomed. Ms. Schneider informed the Commissioners concerning the press releases, various planned activities, public service announcements, including announcements on the Muni electronic information boards, inclusion in calendar listings, notices in the neighborhood newspapers and newsletters, a prominent feature in At the Public Library, and a poster campaign featuring art work by Phil Frank urging patrons to " SHARE THE THRILL, RETURN THE BOOKS". The Director of Public Affairs next discussed various contests with prizes to encourage the return of the longest overdue book, having the best excuse for not having returned a book, and the longest distance from which a

The number of members of the public who spoke anonymously at this meeting. 1

book was returned. Ms. Schneider reported that staff would chart the various kinds of materials returned to measure progress during the amnesty and to have an accurate measure of how effectively the amnesty worked.

The Director of Public Affairs promised outreach to all levels of educational institutions from colleges and universities to the San Francisco Unified School District and to private and parochial schools. She proposed announcements at Library public events, postings at every library, and a wide distribution of the poster with art work donated by Phil Frank, creator of "Farley". Ms. Schneider noted that Supervisor Leland Yee had offered to help publicize the Overdue Book Amnesty his legislation authorized and that the San Francisco Independent newspaper might offer a prize. The Director of Public Affairs also reported efforts to gain the assistance of the Council of Neighborhood Libraries the Friends and Foundation, and the Library Commission in publicizing the Overdue Book Amnesty.
The City Librarian requested that the Commission act to approve the proposed dates for The Overdue Book Amnesty.

Public comment on AGENDA ITEM #6 COLLECTION ASSESSMENT UPDATE

An anonymous member of the public commented that this individual was disappointed to learn that the last fine amnesty had not been a success as City Librarian Regina Minudri had lauded it as a great success. This person observed that the previous fine amnesty had been confused by a double message by the inclusion of a food drive as part of the effort. The anonymous member of the public commented further that past fee amnesty's had been tied to the appointment of a new City Librarian an unpredictable event which occurred infrequently where as the last amnesty was merely three years ago and might send a message encouraging people to keep overdue materials for the next amnesty. This individual noted that owning the library money keeps patrons away, but too frequent fee amnesties may cause problems too. Mr. Ed Regan called for abolishing all library fines and recommended that a list be complied of all overdue, weeded, or stolen books. Mr. Peter Warfield suggested sending letters to all patrons with overdue items informing them of the amnesty, commented on varying reports on the success of the previous amnesty, and asked how the library planned to measure the success of this amnesty. Mr. Warfield observed that a single purpose amnesty could be more successful and expressed uneasiness about offering prizes as part of the amnesty. He noted that emphasis should be made that the Library shares its materials and patrons should be educated to bring back books so that others can check them out. Mr. Warfield noted that a union rep. had suggested a slogan such as "Got Books?" similar to the popular "Got Milk" campaign.

Commission comment on AGENDA ITEM #6 LIBRARY FEE AMNESTY

Commissioner Coulter congratulated Ms. Schneider for the extensive publicity efforts proposed and inquired as to how the Phil Frank art work was proposed to be used. In response to further questions by Commissioner Coulter, Ms. Schneider outlined how the Library proposed to measure the success of this amnesty, commented on the quality of existing records of what is missing, spoke about data made available by the Automation Department, and reported that there was no break down of information on materials.

checked out by students and children.

Commissioner Swig suggested that notice of the amnesty be provided to movie theatres for inclusion in public service announcements. Vice President Steiman expressed a hope that observed that might be copyright issues with slogans such as "weakest link" or "Got Books". Deputy City Attorney Adine Varah pointed out that it might be possible to contact the owner of a particular slogan and obtain permission to use it for the Library. Commissioner Chin expressed some discomfort with offering rewards for returning materials noting that This should be an occasion for a lesson in responsibility.

MOTION: by Commissioner Coulter, seconded by Commissioner Chin that as authorized by the Board of Supervisors the Library hold an Overdue Book Amnesty during the period June 1 through June 15, 2001 to encourage the return of overdue materials.

ACTION: AYE 5-0 (Chin, Coulter, Steiman, Streets, and Swig)

Agenda Item #7 LIBRARY BUDGET UPDATE REPORT

Library Finance Director, George Nichols provided the Commissioners with an extensive overview of the current status of the Library's FY 2001/2202 Budget. In particular Mr. Nichols outlined the budgetary challenges facing the city in the coming year while noting that Prop. E (Library Preservation Fund) protected the Library from the baseline budget cuts that could be required of other city departments. Mr. Nichols then gave an overview of the schedule of budget related activities for the remainder of the fiscal year. The Library Finance Director reported on a series of community budget hearing which were being conducted in neighborhoods across the city by the Board of Supervisors in preparation of their receiving the Mayor's Budget proposal at the beginning of June.

Mr. Nichols next discussed several changes that had been made in the Library's Budget since its approval by the Library Commission. The Library's Finance Director informed the Commissioners that the Mayor had, despite the clear wish of the Commission, placed the $173,000 in funding for the Tool Lending Center in the Library's budget allocation. In addition Mr. Nichols reported on a significant $1.2 million increase in costs related to the branch library telephone system. He explained that the current phone system was dysfunctional and that the new system would make of the library's phone systems compatible. Mr. Nichols further noted that this upgrade would be fully compatible with changes that are sure to occur during the branch library construction and improvement bond program. The Library Finance Director also discussed how the new phone system would be installed in phases with the hub of the network being installed in the Main Library and systems at the Chinatown, Mission, and Sunset branches, then in groups of eight branches per year at a cost of $247,000. Mr. Nichols reported that the overall budget was $668,000 greater than the budget the Commission approved in January. Mr. Nichols noted the Tool Lending Center costs, the branch library telephone system increased costs and then detailed the addition of $165,000 to fund work orders from other departments that the Library had to pay.

Focusing on revenues Mr. Nichols informed the Commissioners of $800,00 in savings an additional $1.1 million in Prop. E baseline funds that the Controller had identified as due the Library in the current fiscal year which would roll over into next year's budget. The Library Finance Director then discussed three POE related capital projected anticipated to be funded with $2.1 million from the Library Improvement Fund (Prop. A 1988). The improved signage program, improvements to the first floor Borrower's Services area, and improvements to the second floor including a possible bridge to the Children's Center. Mr. Nichols noted that these funds were included in the proposed budget for planning purposes, but that the Commission's review and approval would be necessary before any project went forward. Mr. Nichols concluded his report by explaining some of the materials that he had provided to the Commissioners reporting increases in spending in the book budget and again noting that 85% of the Library's budget was expended on staffing and materials.

Public comment on Agenda Item #7 LIBRARY BUDGET UPDATE REPORT

An anonymous member of the public reserved comment on the technical aspects of the report but observed that it appeared that despite the Commission's decision not to fund the Tool Lending Center with Library funds that it would bear watching to see if that were true. Ms. Sue Cauthen, Council of Neighborhood Libraries, expressed concern with how Prop. E moneys are expended and with the description of the Main Library as serving as a branch library. Ms. Cauthen discussed her involvement with the Coalition for San Francisco Neighborhoods, which she described as a coalition of 35 neighborhood organizations that had adopted a resolution and sent it to the Library echoed her concerns on these issues. Ms. Cauthen noted that the City Attorney had issued an opinion that stated that Prop. E (Library Preservation Fund) allowed such expenditures on the Main Library but expressed a wish that the Commissioners think very carefully before doing so. Ms. Cauthen then cited reported opposition to such use of Prop. E funds and any consideration of the Main Library as a branch. Mr. Peter Warfield noted that the budget materials had not been available prior to the meeting, and could not find any reconciliation of its figures with those in the budget that the Commission had adopted. Mr. Warfield expressed concern with the increases in the costs of the branch library telephone system and could find no connection to any increase in patron service. Mr. Warfield commented that the book budget at 9% of the budget was still below a previously cited figure of 15% as what was desired. Mr. Warfield found that the Library was very good at spending on everything but books and additional open hours. Mr. Warfield cited figures indicating that the book budget only now matched its funding in 1996-97.

Commission comment on Agenda Item #7 LIBRARY BUDGET UPDATE REPORT

Vice President Steiman explained that special one-time circumstancewhich didn't allow the library to make hires in the first year of Prop. E (Library Preservation Fund) spending in 1995-96 allowed for a massive increase in spending for books and materials. Vice President Steiman noted that she would like a book budget in the range of 12 to 15% if funding allowed. In response to questions by Commissioner Chin, the City Librarian explained how the improvements in the branch telephone system would allow significant improvements in public service.

Commissioner Swig left the meeting at 6:35PM

In response to a comment by Commissioner Coulter regarding how other libraries measured per capita spending on books and materials that should take into account San Francisco's very high labor costs, the City Librarian noted that our labor costs were the highest in the state. She proposed to review the figures and inform the Commission concerning a more accurate reflection of what percentage of budget was dedicated to books and materials.

Agenda item #8 FRIENDS AND FOUNDATION REPORT

Mr. Chuck Forester, Executive Director of the Friends and Foundation reported to the Commission concerning a special program by Thomas Kitteridge, a noted environmental author held the previous Monday. Mr. Forester then discussed programs offered by the Hormel Gay and Lesbian Center on transgender issues in a series of weekly programs during May. Mr. Forester next reported on the great opening success of the Book Bay at the Main, noting sales of $8.500 in its first week. Mr. Forester then described efforts by the Friends and Foundation to support the High School and Beyond Program to replace the initial grant funding that operated this valuable program. Mr. Forester noted that the Friends and Foundation during May sponsored 25 programs and two exhibits.

Agenda Item #9 LIBRARY LABOR UNION REPORT

None offered

Agenda item #10 NEW BUSINESS

Commissioner Chin requested a preview of the highlight of the upcoming American Library Association Annual meeting being held in San Francisco in June. Commissioner Chin also requested that a discussion be calendared at the Commission on ways in which the Library and the school district can cooperate in promoting t en literacy. Commissioner Chin also requested a report be calendared on the plans for promoting teen involvement in the Library's Summer reading program.

Public comment on Agenda item #10 NEW BUSINESS

An anonymous member of the public expressed interest in Commissioner chin's comments observing that teenagers' faced a great deal of pressure, now even greater than before. This anonymous member of the public cited the library as one place where learning occurs without pressure and that anything that encourages that is important. This person also reminded the Commissioners of President Higueras' suggestion for a retreat on the Library's Strategic Plan. Mr. Ed Regan commented that every branch library should include a Labor Library, containing the full spectrum of information available to teens seeking employment. Mr. Regan cited draftsman as a position for which teenagers might be qualified.

Agenda item #11 PUBLIC COMMENT

An anonymous member of the public noted that April had been observed as National Poetry month and that this individual had planned a related comment that would be offered now.

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The anonymous member of the public emphasized that this was what libraries were all about, that each book in the library represented an individual's sacrifice and achievements in a life's work. This person noted that the act of creation had been likened to procreation, citing poets from Shakespeare and Whitman to Andrew Marvell. The anonymous member of the public concluded with an extensive quotation from Gerard Manley Hopkins "To R.B.". Mr. Ed Regan requested that the Library inspect all of its book collections to insure that there was uniformity in the non-fiction collections at the Main and in the branches. Mr. Peter Warfield commented on what he described as a stir in the Library world concerning a movement to retain original documents, books and newspapers instead of just microfilms. Mr. Warfield inquired concerning what the branch library planning process is doing to provide for more space for books and materials. Mr. Warfield noted that there had been reports of funding for branch planning but that he had heard nothing where the plans stood in regard to space for books and materials. Mr. Warfield requested that the Commission schedule an extensive discussion of these issues.

Agenda Item #12 ADJOURNMENT

MOTION: by Commissioner Streets, seconded by Commissioner Chin that the meeting be adjourned.

ACTION: AYE 4-0 (Chin, Coulter, Steiman, and Streets)

The meeting was adjourned at 7:04PM.

Michael Housh, Commission Secretary 5/14/01

The number of members of the public who spoke anonymously at this meeting 1.

Please note: These are draft minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, May 1, 2001

Item 1:
Approval of the March 6, 2001 Minutes

"Let me begin by addressing some general concerns about the minutes.

Section 67.29-2 of the Sunshine Ordinance requires that the minutes be placed on the commission's website.

A companion section states that a speaker may supply a brief written summary which shall be included in the minutes. One would assume, taking these two sections together, that the speakers' summaries would be on the website. Not true.

Before August of last year, certain summaries were posted on the website, but I discontinued supplying my summaries in e-mail form when the secretary began to reduce the type size to smaller than anything else in the minutes.

On the website, the minutes continued to have the boilerplate regarding appendix A, but after December of last year, even that was discontinued.

One might say that I caused this myself, but that is an example of the innuendo that I have spoken of before ."

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, May 1, 2001

Item 2:
Approval of the March 15, 2001 Minutes

"The footer on page 2 says 'number of members The of the public who spoke anonymously at this meeting: 2.' I would have thought that the point of noting two speakers was to differentiate between them, but you don't seem to.

The minutes have 'taken the juice out.' For example, Ms. Steiman said when new City Librarians come they think they are going to fix the library and the library fixes them. That is summarized as, 'Any new person would take at least a year to familiarize themselves with the library.' Crudely accurate, but lacking color.

Later, president Higueras said that good process leads to good results and bad process leads to bad results. Again, the version in the minutes lacks color.

Of particular interest is a statement of president Higueras calling for a retreat on the Strategic Plan. There was once an idea of setting such suggestions in bold type."

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, May 1, 2001

Item 3:
Approval of the April 3, 2001 Minutes

"And now the piece' de resistance.

At the April 3 meeting I basically accused the president of either lying or directly contradicting library administration testimony made under penalty of perjury. This was with respect to an issue that was fully litigated and resulted in a published opinion of the California Court of Appeal because it was an important issue.

What we have in the minutes is misleading: It makes no mention of the actual controversy, the importance of that controversy, or the point I was trying to make.

Later vice president Steiman contradicted those comments. In the face of the fact that the entire controversy belittled when reported to this commission, and the fact that a requested tape of the meeting in controversy was lost, I would submit that if it were true that I was wrong in the controversy, you have forfeited any credibility to say so."

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, May 1, 2001

Item 4:
City Librarian's Report

"I believe that 'focus groups' should be called unfocused groups and I am concerned that this scattergun approach will not be balanced by the public input to come.

Supervisor asked for a City Attorney opinion on the proper use of Proposition E.

The City Attorney has now drafted a memorandum addressed to the City Librarian. Whether this is a diplomatic faux pas or astute Machiavellian politics, you can decide for yourselves.

In doing this the City Attorney sidestepped and recast the actual question. There are three provisions in the Proposition that need to be balance to come up with an answer and the City Attorney only addressed one of those provisions. Which leaves us in the situation that not only don't we have an answer, but Supervisor Yee does not either."

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, May 1, 2001

Item 5:
Carnegie Branch Library Landmarking

"I would remind the speaker of the precedent in numbering the branches. Mission Branch was called, 'Branch No. 1.' Branch No. 2 was in South Park and was not rebuilt after the earthquake. The Park Branch still has 'No. 5' on its facade.

I am in favor of this with a cautionary note. The primary contradiction is disabled access. This is difficult because, I assume, we all have respect for both disabled access and historic preservation.

There was a promise in the branch library bonds to fix the disabled access. There are only two branches with substantial problems, Noe Valley, and Golden Gate Valley. The restrictions would result in ramps in the middle of the street.

The goals statement referred to fostering knowledge and the living heritage of the past. This is very significant for the library and calls our attention to the Andrew Carnegie statement in the materials regarding access for all."

Minutes of the Regular Commission Meeting of May 1, 2001

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, May 1, 2001

Item 6:
Library Fee Amnesty

"I am chagrined to hear that the last amnesty did not get back very many items. Ms. Minudri lauded it as a success and she would not have said so, if it were not true.

It is true that the last amnesty sent a double message. It was cast as a food drive and there are people without much food.

But there is always a double message in these things. In the past fee amnesties have been tied to celebration of the appointment of new City Librarians because it was a long interval and inherently unpredictable. This comes a mere three years after the last one. This might send a message to people to keep their overdues for the next fee amnesty.

I think owing the library money causes people to stay away instead of come in. Having fee amnesties too frequently may cause a problem on its own."

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, May 1, 2001

Item 7:
Library Budget Update

"I don't have any comments about the technical aspects of this report, although I may have some later.

I just want to observe that one of the carefully wrought provisions of your approval of the tool lending center was that when the funding went away, so would the tool lending center.

The premise there was that the tool lending center would be funded separate from the library's Prop. E mandated funding levels.

I will be watching very carefully to see if that is true."

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, May 1, 2001

Item 10:
New Business

"I was very interested in Commissioner Chin's comments. I remember that when I was a teenager it was clear to me that if the adults were under the same pressure that teenagers were under the adults would all have nervous breakdowns. Now that I am an adult I can see that it is even worse than before.

One of the virtues of the public library is that a public library is an environment in which learning can take place without that pressure.

Anything that stimulates our thinking along those lines to enhance that would be very important.

I hope president Higueras' suggestion of a retreat for the Strategic Plan will not be forgotten."

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, May 1, 2001

Item 11:
Public Comment

"April was National Poetry Month and I am loath to forego the comment that I had prepared, even though there as no second meeting in April.

It gives us a chance to emphasize again what a library is all about.

When you go up in the library, on each of those shelves there is a book that represents the achievement, sacrifice and culmination of someone's life. That gives books a weight that is not found in data, information or media. This power that the creation of literature has is often compared to the act of procreation. A number of poets have addressed this analogy between literary creation and procreation from Shakespeare, Walt Whitman to Andrew Marvell.

The acknowledged winner is a gay man who took a vow of chastity to become a Jesuit priest. Speaker here recites "To R.B." by Gerard Manley Hopkins, that begins, "The fine delight that fathers thought.'"

[Library Fee Amnesty Program]

Ordinance amending the San Francisco Administrative Code by adding Section 8.21-3 to authorize the Library Commission to establish a Library fee amnesty program to take place during a two-week period prior to July 1, 2001, whereby the Library Commission, after notice and public hearing, is authorized to waive all fees charged for overdue San Francisco Public Library materials based on a finding that this amnesty program is likely to promote the return of needed Library materials or promote the increased use of the Library.

Note: This entire section is new.

Be it ordained by the People of the City and County of San Francisco:

Section 1. The San Francisco Administrative Code is hereby amended by adding Section 8.21-3, to read as follows:

Sec. 8.21-3 . Library Fee Amnesty Program. The San Francisco Public Library ("Library") Commission shall be authorized to establish a library fee amnesty program to take place during a two-week period prior to July 1, 2001. The Library Commission, after notice and public hearing, is authorized to waive all fees charged for overdue San Francisco Public Library materials ("late fees") based on a finding that this amnesty program is likely to promote the return of needed Library materials or promote the increased use of the Library. Such amnesty program shall allow persons to return overdue Library materials without having to pay any late fees. However, in order for a person to obtain a waiver of their late fees, such person must return all overdue materials on their Library account during the two-week amnesty period designated by the Library Commission. The Board of Supervisors, by resolution, may authorize the Library Commission to establish subsequent Library fee amnesty programs under the standards set forth in this section.

APPROVED AS TO FORM:
LOUISE H. RENNE, City Attorney

By: Adine Varah
ADINE K. VARAH
Deputy City Attorney

LIBRARY FINES AMNESTY REPORT

LIBRARY 2001/2002 BUDGET UPDATE REPORT

4/27/0.

BUDGETEL EVENUE
FY 2001-02

TOTAL FUNDS	**Library Preservation Fund**	$ 20,130,598
	General Fund	$ 30,866,656
	Other Miscellaneous	$ 185,811
	Fuhrman Trust Fund	$ 150,000
	Grant/Gift Funds	$ 153,000
	DOCYF	$ 452,237
	Total	$ 51,938,302
	Less Recovery (DOCYF)	$ (452,237)
	Net Total	$ 51,486,065
GENERAL FUND	**General Fund Transfer**	$ 24,326,039
	Prop J (Children's Baseline)	$ 4,573,961
	State Public Library Fund	$ 1,331,806
	Miscellaneous Revenue	$ 634,850
	Subtotal	$ 30,866,656
LIBRARY PRESERVATION FUND	**Proposition E Estimated Revenue**	$ 19,598,072
	LPF Fund Balance	$ 532,526
	Subtotal	$ 20,130,598
OTHER FUNDS		
	AB 1290 Passthrough	$ 21,076
	Homeowners Property Tax Relief	$ 164,735
	Grants & Gifts	$ 153,000
	Fuhrman Trust Fund	$ 150,000
		$ 488,811

General Fund Contribution (Prop E Calculation)	$ 30,866,656
General Fund Appropriation	$ 30,866,656
General Fund Subsidy (Amount over Prop E Calculation)	$ -

File Name: 2001-02 Budget Charts

SAN FRANCISC JBLIC LIBRARY
PHASE B BUDGET: FY 2001-02

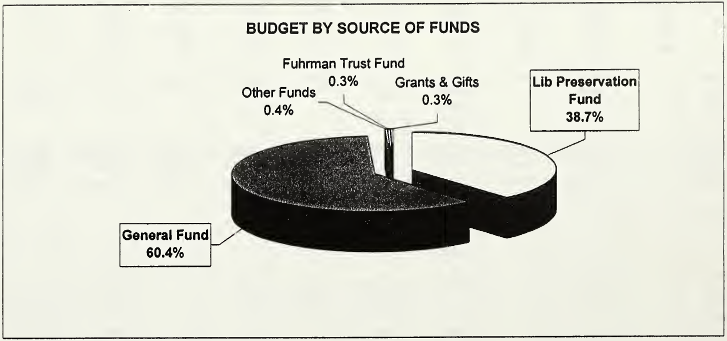
	Main (415032)	Branch (415035)	Techn Srvc (415033)	IRM (415237)	Pub.Affairs (415233)	Automation (415230)	Operations (415235)	Admin (415034)	MOCYF	Prop J	Fuhrman Fund	Total
Total FTE	189.71	177.51	48.75	10.07	13.41	12.95	72.94	23.03	5.88	60.17	0.00	614.42
Permanent	184.97	173.47	48.75	10.07	13.41	12.95	72.88	22.28	5.88	60.06	0.00	604.72
Temporary	2.56	4.04	0.00	0.00	0.00	0.00	0.06	0.75	0.00	0.11	0.00	7.52
Grant Funded	2.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.18
Perm Salaries	$ 9,482,958	$ 8,626,746	$ 2,540,055	$ 581,516	$ 658,598	$ 715,259	$ 3,435,467	$ 1,409,704	$ 331,927	$ 3,418,711	$ -	$ 31,200,941
Temp Salaries	$ 120,034	$ 189,891	$ -	$ -	$ -	$ -	$ 3,115	$ 35,000	$ -	$ 5,283	$ -	$ 353,323
Premium Pay	$ 222,618	$ 79,873	$ 25,106	$ -	$ -	$ -	$ -	$ 10,059	$ -	$ -	$ -	$ 337,656
Overtime	$ -	$ -	$ -	$ -	$ 5,500	$ -	$ 25,000	$ 9,769	$ -	$ -	$ -	$ 40,269
Holiday Pay	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,097	$ -	$ -	$ -	$ 2,097
Subtotal	$ 9,825,610	$ 8,896,510	$ 2,565,161	$ 581,516	$ 664,098	$ 715,259	$ 3,463,582	$ 1,466,629	$ 331,927	$ 3,423,994	$ -	$ 31,934,286
Fringe Benefits	$ 2,209,116	$ 2,329,726	$ 668,996	$ 144,776	$ 175,691	$ 182,921	$ 946,957	$ 346,185	$ 84,443	$ 867,416	$ -	$ 7,958,229
Total, Salary Budget	$ 12,034,726	$ 11,226,236	$ 3,234,157	$ 726,292	$ 839,789	$ 898,180	$ 4,410,539	$ 1,812,814	$ 416,370	$ 4,291,410	$ -	$ 39,892,515
Travel	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 30,000	$ -	$ -	$ -	$ 30,000
Training	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 100,000	$ -	$ -	$ -	$ 100,000
Employee Field Expense	$ -	$ 500	$ -	$ 640	$ -	$ 100	$ 8,110	$ 1,240	$ -	$ -	$ -	$ 10,590
Membership Fees	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 77,800	$ -	$ -	$ -	$ 77,800
Court Fees	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Professional & Spec. Srvcs	$ 4,200	$ 231,749	$ 204,450	$ -	$ 9,200	$ 94,648	$ 4,000	$ 32,000	$ -	$ -	$ -	$ 580,247
Maintenance Srvcs - Bldg	$ -	$ -	$ -	$ -	$ -	$ 12,000	$ 259,500	$ -	$ -	$ -	$ -	$ 271,500
Maintenance Srvcs - Equip	$ 9,100	$ 11,000	$ 20,000	$ -	$ 54,800	$ 256,982	$ 158,888	$ -	$ -	$ 42,154	$ -	$ 552,924
Rents & Leases - Bldgs	$ -	$ 242,852	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 242,852
Rents & Leases - Equip	$ -	$ -	$ 3,000	$ -	$ -	$ -	$ 6,200	$ 15,800	$ -	$ -	$ -	$ 25,000
Utilities	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other Current Expenses	$ 160,000	$ -	$ 91,500	$ -	$ 10,000	$ -	$ 100,413	$ 35,673	$ -	$ 30,823	$ -	$ 428,409
Materials & Supplies	$ 10,000	$ -	$ -	$ -	$ -	$ -	$ 62,600	$ 2,500	$ 500	$ -	$ -	$ 75,600
Bldg & Construction Supplies	$ -	$ -	$ -	$ -	$ 2,000	$ -	$ 231,228	$ -	$ -	$ -	$ -	$ 233,228
Equipment Maint Supplies	$ -	$ -	$ 1,500	$ -	$ 5,000	$ 38,000	$ -	$ -	$ -	$ 1,560	$ -	$ 46,060
Hospital, Clinics and Labs	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,000	$ -	$ -	$ -	$ -	$ 5,000
Safety	$ -	$ -	$ -	$ -	$ -	$ -	$ 12,900	$ -	$ -	$ -	$ -	$ 12,900
Fuels & Lubricants	$ 11,407	$ -	$ -	$ -	$ -	$ -	$ 3,000	$ -	$ -	$ -	$ -	$ 14,407
Other Materials & Supplies	$ 86,211	$ 148,496	$ 85,685	$ 8,500	$ 19,700	$ 176,144	$ 144,400	$ 18,000	$ -	$ 1,401	$ -	$ 688,537
Books & Materials	$ -	$ -	$ -	$ 4,795,813	$ -	$ -	$ -	$ -	$ 23,067	$ 205,213	$ -	$ 5,024,093
Capital Projects	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Equipment	$ 105,000	$ 184,000	$ -	$ -	$ -	$ 600,000	$ -	$ -	$ -	$ -	$ -	$ 889,000
Equip. Lease Purchase - Opt	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Equip Lease Purchase - City	$ -	$ 20,143	$ -	$ -	$ -	$ 31,354	$ 39,140	$ -	$ -	$ -	$ -	$ 90,637
Srvcs of Other Depts.	$ -	$ -	$ -	$ -	$ 52,210	$ 410,128	$ 1,081,439	$ 488,728	$ 12,300	$ 1,400	$ -	$ 2,045,203
Unallocated Expense	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Intrafund Trans. Out (Capital Projects)	$ -	$ 240,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 240,000
Total, Non-Salary Budget	$ 385,918	$ 1,078,740	$ 406,135	$ 4,804,953	$ 152,910	$ 1,619,358	$ 2,116,818	$ 801,539	$ 35,867	$ 282,551	$ -	$ 11,652,757
Cost Recovery	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (452,237)	$ -	$ -	$ (452,237)
TOTAL	$ 12,420,644	$ 12,304,976	$ 3,640,292	$ 5,531,245	$ 992,699	$ 2,517,538	$ 6,527,357	$ 2,614,353	$ -	$ 4,573,951	$ -	$ 51,123,055

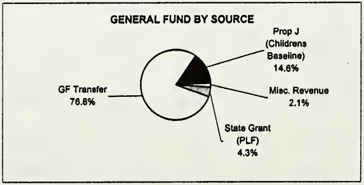
SAN FRANCISC JBLIC LIBRARY
PHASE B BUDGET: FY 2001-02

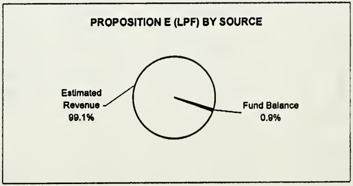
	Main	Branch	Techn Srvc	IRM	Public Affairs	Automation	Operations	Admin	MOCYF	Prop J	Fuhrman Fund	Total
Salaries	$ 9,625,610	$ 6,696,510	$ 2,565,161	$ 561,516	$ 664,096	$ 715,259	$ 3,463,582	$ 1,466,629	$ 331,927	$ 3,423,994	$ -	$ 31,934,286
Fringe Benefits	$ 2,209,116	$ 2,329,726	$ 666,996	$ 146,776	$ 175,691	$ 162,921	$ 946,957	$ 346,185	$ 84,443	$ 667,416	$ -	$ 7,958,229
Non-Personal Services	$ 173,300	$ 486,101	$ 316,950	$ 840	$ 74,000	$ 363,730	$ 537,111	$ 292,313	$ -	$ 72,977	$ -	$ 2,319,122
Materials & Supplies	$ 107,616	$ 146,496	$ 67,185	$ 6,500	$ 26,700	$ 214,144	$ 459,126	$ 20,500	$ 500	$ 2,961	$ -	$ 1,073,732
Books & Materials	$ -	$ -	$ -	$ 4,795,613	$ -	$ -	$ -	$ -	$ 23,067	$ 205,213	$ -	$ 5,024,093
Equipment	$ 105,000	$ 204,143	$ -	$ -	$ -	$ 631,354	$ 39,140	$ -	$ -	$ -	$ -	$ 979,637
Facilities Maintanence Proj.	$ -	$ 240,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 240,000
Services Other Departments	$ -	$ -	$ -	$ -	$ 52,210	$ 410,126	$ 1,061,439	$ 466,726	$ 12,300	$ 1,400	$ -	$ 2,046,203
Cost Recovery	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (452,237)	$ -	$ -	$ (452,237)
Total, Expenditures	$ 12,420,644	$ 12,304,976	$ 3,840,292	$ 5,531,245	$ 992,699	$ 2,517,536	$ 6,527,357	$ 2,614,353	$ -	$ 4,573,961	$ -	$ 51,123,065

SAN FRANCISC JBLIC LIBRARY
PHASE B BU T: FY 2001-02

Lib Preservation Fund	$ 19,767,596
General Fund	$ 30,866,656
Other Funds	$185,611
Fuhrman Trust Fund	$ 150,000
Grants & Gifts	$ 153,000
DOCYF	$ 452,237
Total	$ 51,575,302
Less Recovery	$ (452,237)
Net Total Revenue	$51,123,065
General Fund	
GF Transfer	$ 24,328,039
Prop J (Childrens Baseline)	$ 4,573,961
Misc. Revenue	$ 634,850
State Grant (PLF)	$ 1,331,806
Total	$ 30,866,656
Library Preservation Fund	
Estimated Revenue	$ 19,596,072
Fund Balance	$169,526
	$19,767,596
Other Funds	
AB 1290 Passthrough	$21,076
Homeowners Prop Tax Relie	$164,735
Fuhrman Trust Fund	$150,000
Grants & Gifts	$153,000
	$486,611
GF Required per Prop E	$ -
GF Appropriated	$ 30,866,856
GF Subsidy	$ 30,866,656

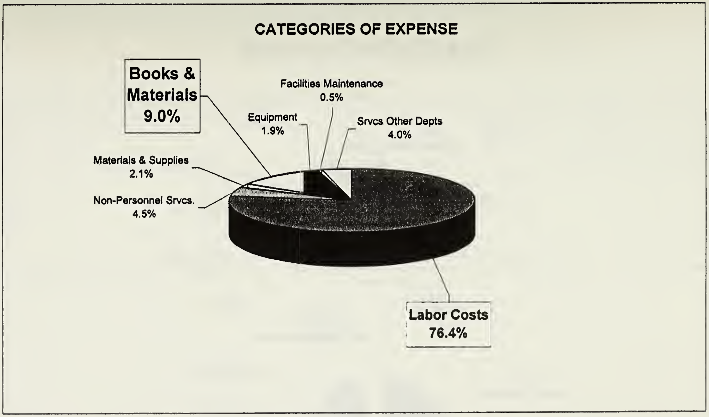

BUDGET BY SOURCE OF FUNDS

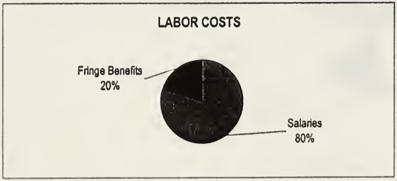

GENERAL FUND BY SOURCE


PROPOSITION E (LPF) BY SOURCE

Salaries	$31,934,286
Fringe Benefits	$7,958,229
	$39,892,515
Labor Costs	$39,892,515
Non-Personnel Srvcs.	$2,319,122
Materials & Supplies	$1,073,732
Books & Materials	$5,024,093
Equipment	$979,637
Facilities Maintenance	$240,000
Srvcs Other Depts	$2,046,203
TOTAL	$51,575,302

(Note: Includes DCYF Expenditures)





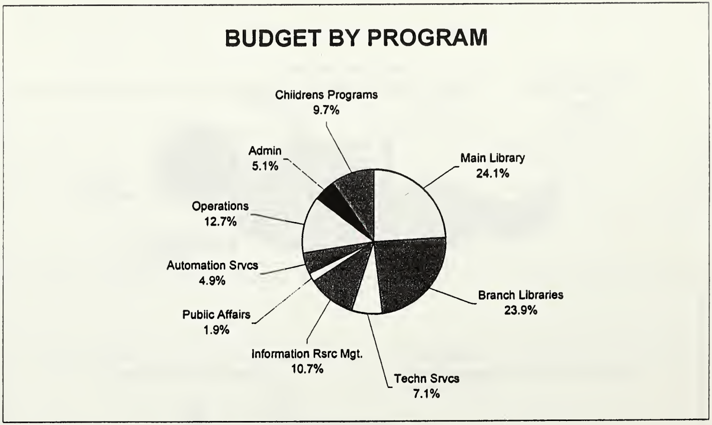
Main Library	$12,420,644
Branch Libraries	$12,304,978
Techn Srvcs	$3,640,292
Information Rsrc Mgt.	$5,531,245
Public Affairs	$992,699
Automation Srvcs	$2,517,536
Operations	$6,527,357
Admin	$2,614,353
Childrens Programs	$5,026,198
Total	$51,575,302

Public Services	$35,283,065
Public Service Support	$13,677,884
Administration	$2,614,353
Total	$51,575,302

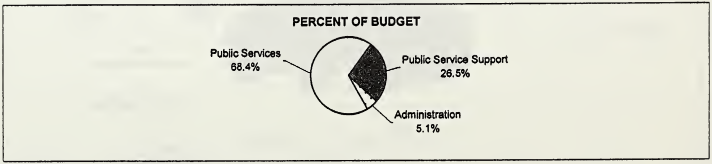
Public Services
- Main
- Branch
- Information Resrce Mgt.
- Proposition J
- MOCYF

Public Service Support
- Technical Services
- Automation Services
- Operations
- Public Affairs

Administration
- City Librarian's Office
- Finance Office
- Human Resources Office



BUDGET BY PROGRAM



PERCENT OF BUDGET

Main	189.71
Branch	177.51
Techn Srvc	48.75
IRM	10.07
Public Affairs	13.41
Automation	12.95
Operations	72.94
Admin	23.03
Childrens Programs	66.05
Total	614.42

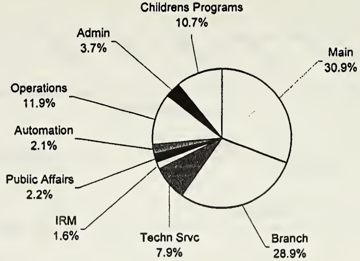
Public Service	443.34
Public Service Support	148.05
Administration	23.03
Total	614.42

Public Services
- Main
- Branch
- Information Resrce Mgt.
- Proposition J
- MOCYF

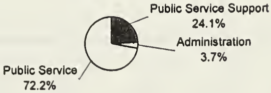
Public Service Support
- Technical Services
- Automation Services
- Operations
- Public Affairs

Administration
- City Librarian's Office
- Finance Office
- Human Resources Office

FTE BY PROGRAM

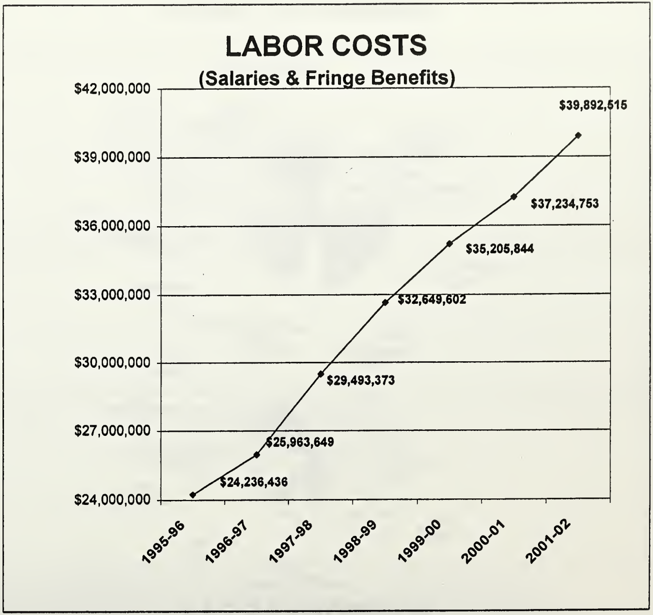


Percent of FTE



		Cumulative Change
1995-96	$24,236,436	
1996-97	$25,963,649	$1,727,213
1997-98	$29,493,373	$5,256,937
1998-99	$32,649,602	$8,413,166
1999-00	$35,205,844	$10,969,408
2000-01	$37,234,753	$12,998,317
2001-02	$39,892,515	$15,656,079

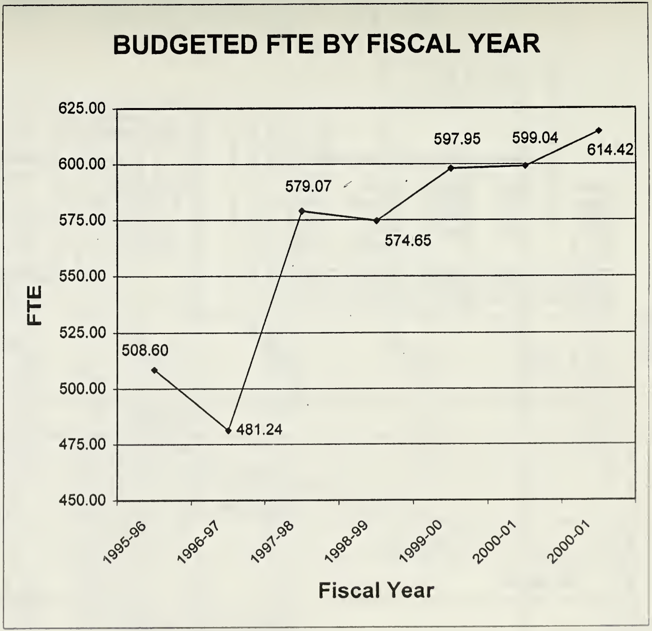
Percentage Change:	Cumulative	Annual
1995-96	---	
1996-97	7.13%	7.13%
1997-98	21.69%	13.59%
1998-99	34.71%	10.70%
1999-00	45.26%	7.83%
2000-01	53.63%	5.76%
2001-02	64.60%	7.14%



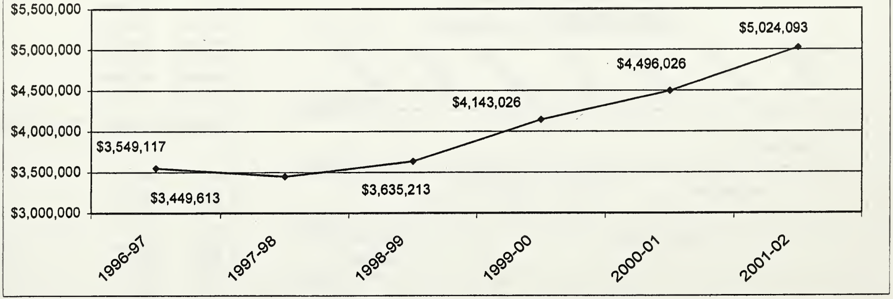
LABOR COSTS
(Salaries & Fringe Benefits)

		Cumulative Change
1995-96	508.60	
1996-97	481.24	-27.36
1997-98	579.07	70.47
1998-99	574.65	66.05
1999-00	597.95	89.35
2000-01	599.04	90.44
2000-01	614.42	105.82

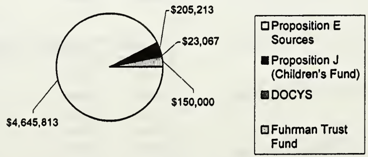
Percentage Change:	Cumulative	Annual
1995-96	---	
1996-97	-5.38%	-5.38%
1997-98	13.86%	20.33%
1998-99	12.99%	-0.76%
1999-00	17.57%	4.05%
2000-01	17.78%	0.18%
2001-02	20.81%	2.57%



BOOKS & MATERIALS TOTAL, ALL FUNDS



FY 2000-01 Book Budget by Source



Fiscal Year	Budgeted Amount	Annual $ Change	Annual % Change	Cumulative % Change
1997-98	$ 3,689,540			
1998-99	$ 3,794,540	$ 105,000	2.85%	2.85%
1999-00	$ 4,143,026	$ 348,486	9.18%	12.29%
2000-01	$ 4,651,026	$ 508,000	12.26%	26.06%
2001-02	$ 5,024,093	$ 373,067	8.02%	32.40%

NOTE: Reflects amounts originally appropriated in each fiscal year.

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SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, June 5, 2001
TIME: 4:00PM
PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Darian W. Swig
Commissioners

Susan Hildreth
Acting City Librarian

Michael Housh
Commission Secretary

AGENDA: * **

1. APPROVAL OF THE MAY 1, 2001 MINUTES — ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of May 1, 2001.
Explanatory document: draft minutes

2. CITY LIBRARIAN'S REPORT by City Librarian Susan Hildreth — DISCUSSION
(This a discussion item is to allow the City Librarian to report on recent Library activities and make announcements)
This report will consist of a report on the Ingleside Branch opening, a report on branch closures, a Library Budget update, a report on the neighborhood budget hearings, a report on the branch survey and community meetings, a fine amnesty report, a Prop. 14 update, a report on the #19 Polk Muni stop, and information on the ALA Annual Meeting.

3. BRANCH LIBRARY BOND PROGRAM UPDATE — DISCUSSION
Presentation of, and discussion of an update on Prop. A (2000) Branch Library Construction and Improvements Bond related activities.

4. SUMMER READING PROGRAM — DISCUSSION
Presentation of, and discussion of, the Summer Reading Program.

5. EBOOK UPDATE REPORT — DISCUSSION
Presentation of, and discussion of, an update report on recent developments regarding ebooks.

6. EXHIBITS AND PROGRAMS REPORT — DISCUSSION
Presentation of, and discussion of, recent and upcoming exhibits and programs.

7. FRIENDS AND FOUNDATION REPORT — DISCUSSION

(This item is to allow the Friends and Foundation of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

8. UNION REPORT — DISCUSSION

(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

9. NEW BUSINESS — DISCUSSION

(This item is to allow Commissioners to introduce new agenda items for future consideration.)

10. PUBLIC COMMENT — DISCUSSION

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

11. ADJOURNMENT (requires motion and public comment) — ACTION

*** Public comment will be taken before or during the Library Commission's consideration of each agenda item.**

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at http://sfpl.lib.ca.us/.

Michael Housh, Commission Secretary - 5/29/01

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

Michael Housh, Commission Secretary
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San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

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SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Tuesday, June 5, 2001
The San Francisco Public Library Commission held its regular meeting on Tuesday, June 5, 2001 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:05 PM by President Higueras
The following members were noted present: President Higueras, Vice President Steiman, and Commissioners Bautista and Coulter.

The Secretary noted Commissioners Streets and Swig were excused attendance and that Commissioner Chin's arrival might be delayed.

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF MAY 1, 2001 REGULAR COMMISSION MEETING

Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF MAY 1, 2001 REGULARCOMMISSION MEETING

An anonymous member of the public commented on the lack of inclusion of public comment summaries in the Minutes posted on the Library's website and commented on related Sunshine Ordinance issues The anonymous member of the public found the lack of technical capacity to post public comment summaries inconsistent with the Library's emphasis on technology. Mr. Ed Regan found his comments accurately reported but requested a change in a page two reference to "library" system to "education" system. Mr. Peter Warfield opposed approval of the Minutes citing several instances were his comments and those of others were not fully reported. In particular, Mr. Warfield noted his question as to why these libraries were chosen to be landmarked instead of others and called attention to his comment that there were many beautiful library buildings besides these deserving of landmark status. Mr. Warfield also cited comments attributed to Landmarks Commission President Tim Kelly that answered his question and agreed with his assessment that there were many other libraries worthy of landmark status.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE MARCH 6, 2001 REGULAR COMMISSION MEETING

Vice President Steiman corrected a comment attributed to her, noting that the renovated branch libraries needed to function as working libraries rather than library museums. Commissioner Coulter suggested amending the Minutes to reflect comments by Mr. Regan and Mr. Warfield.

The number of members of the public who spoke anonymously at this meeting. 1

Please note: These are draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Darian W. Swig
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

MOTION: by Commissioner Steiman, seconded by Commissioner Coulter for approval of the Minutes as amended.

ACTION: AYE 4-0 (Bautista, Coulter, Higueras, and Steiman)

AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

City Librarian Susan Hildreth reported to the Commissioners on the successful opening ceremonies for the relocated Ingleside Branch Library. The City Librarian outlined on-going branch library improvements projects at the Anza, West Portal, and Bayview-Wadden Branches. Ms. Hildreth then called attention to the installation of improved security devices at the Noe Valley and Sunset Branch Libraries.

The City Librarian next briefed the Commissioners concerning additions to the Library's FY 2001-2002 Budget that had been proposed by the Mayor's Budget Office. Ms. Hildreth reported the proposed budget increase to be $320,000, including an additional $98,000 for the book budget and $220,000 to go forward with the new branch library telephone system. The City Librarian noted that these additional funds would allow complete installation of the new telephone network in three years instead of four as originally planned. The City librarian informed the Commissioners that the Library would begin discussions with the Board of Supervisor's Budget Analyst to defend the proposed budget during the next two weeks. Ms. Hildreth informed the Commissioners that the Library Budget was scheduled to hear at the Board of Supervisor Finance Committee on June 21st , and again for a final review on June 28th.

Ms. Hildreth next discussed the series of Neighborhood Budget meetings called by the Board of Supervisors to gather public comment on the proposed city budget. Ms. Hildreth noted that the Library had been represented at these meeting and had heard the comments and suggestions made by members of the public. Ms. Hildreth then reported on the conclusion of the branch survey and noted that information about it would be posted on the Library's website. The City Librarian that the latest series of branch library community meetings had concluded on June 4th at the Eureka Valley/Harvey Milk Branch.

Ms. Hildreth then presented an extensive overview of activities designed to promote the return of overdue library materials during the June 1 through 15th Amnesty. The City Librarian discussed the extensive outreach efforts, inclusion of notices inserted in all outgoing overdue and reserve notices, special outreach to local schools, colleges, and universities, a 12,000 post card mail out to all overdues during the past year, and also including posters and flyers featuring cartoon artwork donated by Phil Frank, creator of the Farley comic strip in the San Francisco Chronicle. Ms. Hildreth announced a special poster-signing event to be held at the Main Library on June 8th from 2 to 4PM featuring Mr. Frank and as a special guest "Brun Hilda" Matriarch of the Bear Clan would also sign posters.

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Board would adopt the regulations at its June 20th meeting. The City Librarian suggested that it was likely that it would take three months to certify the regulations and that they should be in place by October of this year. She explained that it was then likely that six months later, in March 2002, that the first group of applications for funding would be accepted.

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Finally the City Librarian reported on a matter which had come to her attention after the meeting agenda had been posted and announced that President Higueras had named Vice President Steiman as the Commission's liaison to the Council of Neighborhood Libraries.

Public comment on Agenda Item #2 CITY LIBRARIAN'S REPORT:

An anonymous member of the public observed that the three branch library neighborhood planning meetings this individual attended had attracted very few people. The anonymous member of the public commented that these meetings had been held after branch closing times and that the building's signs had indicated that the branches were closed; perhaps discouraging attendance. This person found that the topics of the meetings made little reference to planning issues and expressed a wish that more concrete discussions had been held. Mr. Ed Regan expressed happiness with the announcement of the overdue books amnesty, expressed concern regarding the installation of security devices in the branches, and requested creation of a list of all lost, stolen, and overdue materials which would be made available to the public. Mr. Peter Warfield commented favorably on Muni's decision to restore the No. 19 Polk Street Line bus stop but questioned why Muni had decided that it would hold a hearing on the issue. Mr. Warfield requested information on the amounts of materials losses at the branches proposed for improved security. He observed that the (book theft detection) devices were noisy and disturbed the peaceful environment for patrons. Mr. Warfield complained that the advertising for the branch library neighborhood meetings failed to link them to discussion of the (Prop. A, Branch Library Construction and Improvement Bond - 2000) branch bond program. Mr. Warfield also expressed his view that these meetings did not focus on books or providing more space for books in the branch libraries and that they lacked clear objectives.

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AGENDA ITEM #3 BRANCH LIBRARY BOND UPDATE

City Librarian Susan Hildreth introduced Ms. Marilyn Thompson, the newly selected Project Manager for the Branch Library Bond program. Ms. Thompson commented that she was honored and excited that she had been chosen to oversee this critically important project. Ms. Thompson noted that the bond program provides an opportunity to give San Francisco the best possible libraries in every neighborhood.

The City Librarian then described the ongoing discussions with Commissioner Tim Kelly, President of the Landmarks Preservation Advisory Board concerning landmarking the Carnegie Grant branch libraries. Ms. Hildreth observed that the library was committed to preserving these important branch libraries and that the discussions with Commissioner Kelly had been productive and cooperative. She reported that it was likely that the Landmarks Board would begin the formal landmarking process for the already renovated Mission and Chinatown Branch Libraries at its upcoming June 20th meeting. The City Librarian further reported that discussions would continue concerning long-term plans for landmarking the remaining Carnegie Branch Libraries. President Higueras noted that the new Project Manager would be working closely with staff to gather the basic documents and needed information to begin active engagement in branch bond program activities during the next 100 days. President Higueras observed that there would be an intensification of branch bond related activities in the coming months.

Public comment on AGENDA ITEM #2 BRANCH LIBRARY BOND UPDATE

An anonymous member of the public commented that there did seem to be a great deal of activities going on behind the scenes and recalled that while there had been discussion of bond planning funding two months ago little had been heard since. The anonymous member of the public expressed concern with the vetting of the project manager and inquired regarding those who were eliminated. This person also recalled mention of the creation of a Commission Committee to oversee the Branch Library Bond program activities. Mr. Ed Regan expressed happiness that the Carnegie Branch Libraries were to be landmarked and expressed a wish that all of the proposed new branch libraries be constructed so as to permit the addition of a second story at a later date if needed. Mr. Peter Warfield observed that he had suggested selection of a project manager to centralize all of the bond related activities. Mr. Warfield asked what were the duties of the position, the reporting requirements, especially any requirement to report to the public. Mr. Warfield expressed interest in being informed of the process used to fill the position, how the position was created, how the person was selected, and how the process was funded. Mr. Warfield also inquired concerning any objections that the Library might have to going forward with the landmarking process.

Commission comment on AGENDA ITEM #3 BRANCH LIBRARY BOND UPDATE

In response to questions by Commissioner Bautista, President Higueras explained the process which the Landmarks Preservation Advisory Board used to designate landmarks. He noted that in order for it to be done the Landmarks Board had to approve a designation at a public hearing which would then have to be approved by the Planning Commission, which would then forward the proposed landmark designation to the Board of Supervisors of their approval. He noted that once landmarked there were very extensive rules governing what could or could not be done to the historic fabric of the buildings. President Higueras reported that each library would have to be processed for landmark status individually. He further noted that there were serious concerns with increased costs that would be involved in the renovation, but not restoration, of a landmarked building.

President Higueras explained than in the next 100 days detailed reports on each of the buildings could be prepared with particular emphasis on the various exterior preservation costs and how needed interior renovations could be done within the landmarks framework. President Higueras noted that this would be a cooperative and collaborative process with Landmarks. Regarding the Project Manager, he noted that it was not unusual for a project of this scale to be overseen by a project manager III, the normal professional level for such a job. President Higueras noted that the standard city hiring process had been followed, including meeting of the Department of Human Resources and Human Rights Commission guidelines. President Higueras additionally noted that the level of staffing had been reported in the original scope of the bond program.

Agenda Item #4SUMMER READING PROGRAM

Ms. Toni Bernardi, Chief of Children and Youth Services gave the Commissioners a very detailed overview of the planned Summer Reading Program related activities for children and teens. Ms. Bernardi commented that the Summer Reading Program was in reality a series of related programs providing services for children and youth from infants to 18 year olds. This year's theme was reported to be "Coil up With a Good Book" for children up to 13. Program materials featured a snake motif. It was reported that the Teen Summer Reading Program provided extensive programs for those from 13 to 18. Ms. Bernardi observed that the emphasis of this program was to keep young people reading through the Summer to maintain their reading skill level. She noted that the teen program was both more complex to operate and at the same time more simple. She reported that while the program was expanded this year, that there were still branch libraries without a teen librarian. Ms. Bernardi reported on various program activities, noting prizes which would be awarded to those who completed the program. Ms. Bernardi informed the Commissioners that again this year the theme of the Teen Summer Reading Program was determined by a competition and developed with the active involvement of the Teen Advisory Committee. The Chief of Children and Youth Services also reported on a number of non-reading activities offer through the Summer programming including lively cultural activities, films, mask making, origami, visits by animals, puppet shows, and graffiti art programs. Ms. Bernardi again outlined the "Kid Power" program that provided volunteer work experience, often the first such work experience, for its teen participants. The Chief of Children and Youth services thanked the extensive support which the Friends and Foundation of the San Francisco Public Library provided to make these critically important children and youth programs possible. She further acknowledged the extraordinary extra effort put forward by Library staff and recognized the assistance provided by the California Academy of Sciences, the Metron, as well as the Oakland A's and San Francisco Giants . Ms. Bernardi noted that Giant's team member Kirk Reeder would take part in the Summer reading program activities.

Public comment on Agenda Item #4 SUMMER READING PROGRAM

None offered

Commission comment on Agenda Item #4 SUMMER READING PROGRAM

President Higueras, Vice President Steiman, and Commissioner Bautista expressed deep appreciation for the dedication and hard work provided by the Library staff to make this important annual activity the great success it has been. In response to a question by Commissioner Steiman, Ms. Bernardi identified Artist Yen Ha of the Merced Branch as the designer of the Summer Reading Program promotional materials.

Agenda item #5 EBOOK UPDATE REPORT

Library Chief of Information and Resource Management Roberto Esteves presented an extensive report on recent progress with developing and managing the Library's growing ebook resources. Mr. Esteves commented that while the library was still at the very beginning of providing ebooks and that in July 1,200 titles would be available. He noted that the San Francisco Library would be sharing ebook resources with the Oakland Public library, the San Jose Public Library, and the Contra Costa Library as part of 23 library members of the Golden Gateway Library Consortium. He noted that although the

Consortium had been denied a planning grant to fund ebook development that the members had decided to work cooperatively to go forward now using their own resources. Mr. Esteves reported Net Library would be providing 1,500 titles, 130 computer titles and 900 general titles, selected by the San Francisco Public Library as the core ebook collection and that this collection could be expected to expand through use of Library of California funds. Mr. Esteves reported that marked records for the ebooks had also been funded. Mr. Esteves then provided a detailed presentation on how to access ebooks, demonstrating a variety of methods to access the items. He noted that the next generation of e-books would be interactive to facilitate finding specific information sought in the text. Finally, the Library's Chief of Information and Resource Management informed the Commissioner s of the Library of California's "Ready When You Are" campaign to familiarize library patrons with ebooks.

Public comment onAgenda item#5 EBOOK UPDATE REPORT

An anonymous member of the public found this report very chilling, noting that the library had gone ahead with the project even after grant funding was denied. The anonymous member of the public suggested that it would be better to admit making a mistake and re-evaluate ebooks before an unknown amount of money is spent to send library patrons to a private for-profit company. This person observed that this would be the reverse of the usual practice of transferring patrons from private to public resources, likening it to someone paying to dig their own grave. This person complained that there was no assessment of the cost to the library. Mr. peter Warfield commented that it was difficult to do a cost/benefit analysis of this program, expressed dismay at the frequent failures experienced while trying to access ebooks, and found the demonstration as sad performance. Mr. Warfield found that a result of the transfer to this specialized subset deprived patrons of reference to information on other related materials in the Library's collections. Mr. Warfield also found the ebook collection very limited with philosophy and fiction poorly represented.

Commission comment on Agenda item #5 EBOOK UPDATE REPORT

Vice President Steiman pointed out that ebooks were currently inaccessible for Macintosh users. In response to questions by Commissioners, Mr. Esteves explained why multiple copies were needed for ebooks and described various ways to search for ebooks and materials included in ebooks. In response to a question by Commissioner Bautista, Mr. Esteves identified the Library's cost of participation as $35,000, and noted that it was his expectation that the Library would have as many as 6,000 ebook titles in the very near future in the second phase of making ebooks available for patrons.

Agenda item #6 EXHIBITS AND PROGRAMS REPORT

Ms. Marcia Schneider, Library Chief of Community Affairs introduced Ms. Kim Bach who provided a detailed presentation for the Commissioners on recent adult programs offered at the Main Library and in the branches. Ms. Bach reported on the criteria used by staff to determine which programs to offer. She noted that all of the Library's programming was directly tied to meeting the service goals of providing opportunities for education and training, providing access to art and cultural activities, and was multifaceted in addressing the diverse interests and needs of patrons. Ms. Bach first described the "New Main to New Millennium" exhibition of acquisitions to the library's collection since the opening of the new Main Library in 1996. She noted that this extensive exhibition was curated and mounted by library staff. Ms. Bach then discussed several other ongoing exhibits such as the "Book Works 2001" and specialized exhibits and programming offered by the Filipino American Center, the African American Center, the San Francisco History Center, and the Hormel Lesbian and Gay Center. She next described several recent popular exhibits such as the Hispanic Heritage Museum's wonderful baseball exhibit. Ms. Bach then described in some detail recent author and poet presentations and highlighted the Zyzzyva High Teas with food critics programs.

Public comment on Agenda item #6 EXHIBITS AND PROGRAMS REPORT

An anonymous member of the public applauded the report of the exhibit of recent acquisitions to the Library's collections as long over due. This individual found politically problematic several of the other programs described. Mr. Peter Warfield pointed out that he had long called for more exhibits that highlighted materials in the library's collections. Mr. Warfield further observed that there should be many more such exhibits, citing the annual Schmulowitz Wit and Humor Collection exhibit as a good example of what could be dome.

Commission comment on Agenda item #6 EXHIBITS AND PROGRAMS REPORT

In response to questions by President Higueras, the City Librarian reported that the majority of exhibits offered at the Library were created elsewhere and brought in because of the relatively large cost of mounting our own exhibits. Commission Bautista lauded the "New Main to the New Millennium" Exhibit as a valuable way to highlight the many important items in the Library's collection. Commissioner Coulter noted that it recalled the previous " Prides and Joys" exhibit which had played a critical role in gaining support for the Library among the community of rare book experts and collectors in the Bay Area.

President Higueras called a brief recess at 6:10PM
The Commission returned to session at 6:18PM.

Agenda item # 7FRIENDS AND FOUNDATION REPORT

Mr. Chuck Forester, Executive Director of the Friends and Foundation reported on the very successful beginnings of the "Book Bay At The Main" book store. Mr. Forester noted that the new Friends and Foundation book store was popular with both staff and patrons and had been earning significant income to be used to benefit library services. Mr. Forester then reported on efforts to gain additional funding for the "High School and Beyond" program and spoke about highlights of the City Arts and Lectures Program, branch library programs, and a series of weekly programs offered by the Hormel Lesbian and Gay Center. He concluded his report with a brief discussion of the planning activities underway to prepare for the Branch Libraries Capital Campaign to raise funds for furniture, fixtures, and equipment for the branch libraries proposed to be constructed and renovated with Prop. A. (Branch Library Construction and Improvement Bond) funds.

Commission comment on Agenda item # 7FRIENDS AND FOUNDATION REPORT

Commissioners Bautista and Higueras commended the Friends and Foundation for its efforts to assist the Library in making materials available to the public. Vice President Steiman noted that advertising and outreach to students would be critical to the success of a program such as "High School and Beyond".

Agenda Item #8 LIBRARY LABOR UNION REPORT

None offered

Agenda item #9 NEW BUSINESS

Commissioner Bautista requested that staff provide reports on ebooks to the Commission. Vice President Steiman offered congratulations to Library Page Yen Ha for the excellent artwork she contributed to the Summer Reading program.

Public comment on Agenda item #9 NEW BUSINESS

An anonymous member of the public applauded Commissioner Bautista's call for regular reports to the Commission. This individual also noted that the Commission had requested that Commissioner's requests be printed in bold type when reported.

Agenda item #10 PUBLIC COMMENT

An anonymous member of the public commented that those Commissioners who had called for Commission meetings to begin at an earlier time had not been attending meetings and suggested that the Commission revert to its former meeting time. This individual then spoke about a "Verandah Factor" as it related to experiences that this person had during travels as a youth. In particular, the anonymous member of the public commented on various chauvinistic and nationalistic educational policies as exemplified by the great attention paid to American scientists in America, French scientists in France, and most vividly by the British. This person illustrated this point by a reference to Briton James Clark Maxwell's famed work on entropy as reflected in popular culture by a reference to "Maxwell's little silver hammer" in a popular song. Mr. Ed Regan requested that the Library adopt public service hours from 6AM to Midnight seven days per week, 365 days per year.

Agenda Item #11 ADJOURNMENT

MOTION: by Commissioner Coulter, seconded by Commissioner Steiman that the meeting be adjourned.

ACTION: AYE 4-0 (Bautista, Coulter, Higueras, and Steiman)

The meeting was adjourned at 6:31PM.

Michael Housh, Commission Secretary 6/14/01

The number of members of the public who spoke anonymously at this meeting 1.

Please note: These are draft minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Minutes of the Regular Commission Meeting of June 5, 2001

Appendix A

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Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Darian W. Swig
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Tuesday, June 5, 2001 (As approved July 3, 2001)
The San Francisco Public Library Commission held its regular meeting on Tuesday, June 5, 2001 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:05 PM by President Higueras
The following members were noted present: President Higueras, Vice President Steiman, and Commissioners Bautista and Coulter.

The Secretary noted Commissioners Streets and Swig were excused attendance and that Commissioner Chin's arrival might be delayed.

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF MAY 1, 2001 REGULAR COMMISSION MEETING

Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF MAY 1, 2001 REGULARCOMMISSION MEETING

An anonymous member of the public commented on the lack of inclusion of public comment summaries in the Minutes posted on the Library's website and commented on related Sunshine Ordinance issues. The anonymous member of the public found the lack of technical capacity to post public comment summaries inconsistent with the Library's emphasis on technology. Mr. Ed Regan found his comments accurately reported but requested a change in a page two reference to "library" system to "education" system. Mr. Peter Warfield opposed approval of the Minutes citing several instances were his comments and those of others were not fully reported. In particular, Mr. Warfield noted his question as to why these libraries were chosen to be landmarked instead of others and called attention to his comment that there were many beautiful library buildings besides these deserving of landmark status. Mr. Warfield also cited comments attributed to Landmarks Commission President Tim Kelly that answered his question and agreed with his assessment that there were many other libraries worthy of landmark status.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE MAY 1, 2001 REGULAR COMMISSION MEETING

Vice President Steiman corrected a comment attributed to her, noting that the renovated branch libraries needed to function as working libraries rather than library museums. Commissioner Coulter suggested amending the Minutes to reflect comments by Mr. Regan and Mr. Warfield.

The number of members of the public who spoke anonymously at this meeting. 1

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MOTION: by Commissioner Steiman, seconded by Commissioner Coulter for approval of the Minutes as amended.

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The City Librarian then described the ongoing discussions with Commissioner Tim Kelly, President of the Landmarks Preservation Advisory Board concerning landmarking the Carnegie Grant branch libraries. Ms. Hildreth observed that the library was committed to preserving these important branch libraries and that the discussions with Commissioner Kelly had been productive and cooperative. She reported that it was likely that the Landmarks Board would begin the formal landmarking process for the already renovated Mission and Chinatown Branch Libraries at its upcoming June 20th meeting. The City Librarian further reported that discussions would continue concerning long-term plans for landmarking the remaining Carnegie Branch Libraries. President Higueras noted that the new Project Manager would be working closely with staff to gather the basic documents and needed information to begin active engagement in branch bond program activities during the next 100 days. President Higueras observed that there would be an intensification of branch bond related activities in the coming months.

Public comment on AGENDA ITEM #2 BRANCH LIBRARY BOND UPDATE

An anonymous member of the public commented that there did seem to be a great deal of activities going on behind the scenes and recalled that while there had been discussion of bond planning funding two months ago little had been heard since. The anonymous member of the public expressed concern with the vetting of the project manager and inquired regarding those who were eliminated. This person also recalled mention of the creation of a Commission Committee to oversee the Branch Library Bond program activities. Mr. Ed Regan expressed happiness that the Carnegie Branch Libraries were to be landmarked and expressed a wish that all of the proposed new branch libraries be constructed so as to permit the addition of a second story at a later date if needed. Mr. Peter Warfield observed that he had suggested selection of a project manager to centralize all of the bond related activities. Mr. Warfield asked what were the duties of the position, the reporting requirements, especially any requirement to report to the public. Mr. Warfield expressed interest in being informed of the process used to fill the position, how the position was created, how the person was selected, and how the process was funded. Mr. Warfield also inquired concerning any objections that the Library might have to going forward with the landmarking process.

Commission comment on AGENDA ITEM #3 BRANCH LIBRARY BOND UPDATE

In response to questions by Commissioner Bautista, President Higueras explained the process which the Landmarks Preservation Advisory Board used to designate landmarks. He noted that in order for it to be done the Landmarks Board had to approve a designation at a public hearing which would then have to be approved by the Planning Commission, which would then forward the proposed landmark designation to the Board of Supervisors of their approval. He noted that once landmarked there were very extensive rules governing what could or could not be done to the historic fabric of the buildings. President Higueras reported that each library would have to be processed for landmark status individually. He further noted that there were serious concerns with increased costs that would be involved in the renovation, but not restoration, of a landmarked building.

President Higueras explained than in the next 100 days detailed reports on each of the buildings could be prepared with particular emphasis on the various exterior preservation costs and how needed interior renovations could be done within the landmarks framework. President Higueras noted that this would be a cooperative and collaborative process with Landmarks. Regarding the Project Manager, he noted that it was not unusual for a project of this scale to be overseen by a project manager III, the normal professional level for such a job. President Higueras noted that the standard city hiring process had been followed, including meeting of the Department of Human Resources and Human Rights Commission guidelines. President Higueras additionally noted that the level of staffing had been reported in the original scope of the bond program.

Agenda Item #4SUMMER READING PROGRAM

Ms. Toni Bernardi, Chief of Children and Youth Services, gave the Commissioners a very detailed overview of the planned Summer Reading Program related activities for children and teens. Ms. Bernardi commented that the Summer Reading Program was in reality a series of related programs providing services for children and youth from infants to 18 year olds. This year's theme was reported to be "Coil up With a Good Book" for children up to 13. Program materials featured a snake motif. It was reported that the Teen Summer Reading Program provided extensive programs for those from 13 to 18. Ms. Bernardi observed that the emphasis of this program was to keep young people reading through the Summer to maintain their reading skill level. She noted that the teen program was both more complex to operate and at the same time more simple. She reported that while the program was expanded this year, that there were still branch libraries without a teen librarian. Ms. Bernardi reported on various program activities, noting prizes which would be awarded to those who completed the program. Ms. Bernardi informed the Commissioners that again this year the theme of the Teen Summer Reading Program was determined by a competition and developed with the active involvement of the Teen Advisory Committee. The Chief of Children and Youth Services also reported on a number of non-reading activities offered through the Summer programming including lively cultural activities, films, mask making, origami, visits by animals, puppet shows, and graffiti art programs. Ms. Bernardi again outlined the "Kid Power" program that provided volunteer work experience, often the first such work experience, for its teen participants. The Chief of Children and Youth services thanked the extensive support which the Friends and Foundation of the San Francisco Public Library provided to make these critically important children and youth programs possible. She further acknowledged the extraordinary extra effort put forward by Library staff and recognized the assistance provided by the California Academy of Sciences, the Metron, as well as the Oakland A's and San Francisco Giants. Ms. Bernardi noted that Giant's team member Kirk Reeder would take part in the Summer reading program activities.

Public comment on Agenda Item #4 SUMMER READING PROGRAM

None offered

Commission comment on Agenda Item #4 SUMMER READING PROGRAM

President Higueras, Vice President Steiman, and Commissioner Bautista expressed deep appreciation for the dedication and hard work provided by the Library staff to make this important annual activity the great success it has been. In response to a question by Commissioner Steiman, Ms. Bernardi identified Artist Yen Ha of the Merced Branch as the designer of the Summer Reading Program promotional materials.

Agenda item #5 EBOOK UPDATE REPORT

Library Chief of Information and Resource Management Roberto Esteves presented an extensive report on recent progress with developing and managing the Library's growing ebook resources. Mr. Esteves commented that while the library was still at the very beginning of providing ebooks and that in July 1,2001 titles would be available. He noted that the San Francisco Library would be sharing ebook resources with the Oakland Public library, the San Jose Public Library, and the Contra Costa Library as part of 23 library members of the Golden Gateway Library Consortium. He noted that although the

Consortium had been denied a planning grant to fund ebook development that the members had decided to work cooperatively to go forward now using their own resources. Mr. Esteves reported Net Library would be providing 1,500 titles, 130 computer titles and 900 general titles, selected by the San Francisco Public Library as the core ebook collection and that this collection could be expected to expand. Mr. Esteves reported that marc records for the ebooks had also been funded. Mr. Esteves then provided a detailed presentation on how to access ebooks, demonstrating a variety of methods to access the items. He noted that the next generation of e-books would be inter- active to facilitate finding specific information sought in the text. Finally, the Library's Chief of Information and Resource Management informed the Commissioner s of the Library of California's "Ready When You Are" campaign to familiarize library patrons with ebooks.

Public comment on Agenda item#5 EBOOK UPDATE REPORT

An anonymous member of the public found this report very chilling, noting that the library had gone ahead with the project even after grant funding was denied. The anonymous member of the public suggested that it would be better to admit making a mistake and re-evaluate ebooks before an unknown amount of money is spent to send library patrons to a private for-profit company. This person observed that this would be the reverse of the usual practice of transferring patrons from private to public resources, likening it to someone paying to dig their own grave. This person complained that there was no assessment of the cost to the library. Mr. Peter Warfield commented that it was difficult to do a cost/benefit analysis of this program, expressed dismay at the frequent failures experienced while trying to access ebooks, and found the demonstration a sad performance. Mr. Warfield found that a result of the transfer to this specialized subset deprived patrons of reference to information on other related materials in the Library's collections. Mr. Warfield also found the ebook collection very limited with philosophy and fiction poorly represented.

Commission comment on Agenda item #5 EBOOK UPDATE REPORT

Vice President Steiman pointed out that ebooks were currently inaccessible for Macintosh users. In response to questions by Commissioners, Mr. Esteves explained why multiple copies were needed for ebooks and described various ways to search for ebooks and materials included in ebooks. In response to a question by Commissioner Bautista, Mr. Esteves identified the Library's cost of participation as $35,000, and noted that it was his expectation that the Library would have as many as 6,000 ebook titles in the very near future in the second phase of making ebooks available for patrons.

Agenda item #6 EXHIBITS AND PROGRAMS REPORT

Ms. Marcia Schneider, Library Public Affairs Director introduced Ms. Kim Bach who provided a detailed presentation for the Commissioners on recent adult programs offered at the Main Library and in the branches. Ms. Bach reported on the criteria used by staff to determine which programs to offer. She noted that all of the Library's programming was directly tied to meeting the service goals of providing opportunities for education and training, providing access to art and cultural activities, and was multifaceted in addressing the diverse interests and needs of patrons. Ms. Bach first described the "New Main to New Millennium" exhibition of acquisitions to the library's collection since the opening of the new Main Library in 1996. She noted that this extensive exhibition was curated and mounted by library staff. Ms. Bach then discussed several other ongoing exhibits such as the "Book Works 2001" and specialized exhibits and programming offered by the Filipino American Center, the African American Center, the San Francisco History Center, and the Hormel Lesbian and Gay Center. She next described several recent popular exhibits such as the Hispanic Heritage Museum's wonderful baseball exhibit. Ms. Bach then described in some detail recent author and poet presentations and highlighted the Zyzzyva High Teas with food critics programs.

Public comment on Agenda item #6 EXHIBITS AND PROGRAMS REPORT

An anonymous member of the public applauded the report of the exhibit of recent acquisitions to the Library's collections as long over due. This individual found politically problematic several of the other programs described. Mr. Peter Warfield pointed out that he had long called for more exhibits that highlighted materials in the library's collections. Mr. Warfield further observed that there should be many more such exhibits, citing the annual Schmulowitz Wit and Humor Collection exhibit as a good example of what could be dome.

Commission comment on Agenda item #6 EXHIBITS AND PROGRAMS REPORT

In response to questions by President Higueras, the City Librarian reported that the majority of exhibits offered at the Library were created elsewhere and brought in because of the relatively large cost of mounting our own exhibits. Commission Bautista lauded the "New Main to the New Millennium" Exhibit as a valuable way to highlight the many important items in the Library's collection. Commissioner Coulter noted that it recalled the previous " Prides and Joys" exhibit which had played a critical role in gaining support for the Library among the community of rare book experts and collectors in the Bay Area.

President Higueras called a brief recess at 6:10PM
The Commission returned to session at 6:18PM.

Agenda item # 7 FRIENDS AND FOUNDATION REPORT

Mr. Chuck Forester, Executive Director of the Friends and Foundation, reported on the very successful beginnings of the "Book Bay At The Main" book store. Mr. Forester noted that the new Friends and Foundation book store was popular with both staff and patrons and had been earning significant income to be used to benefit library services. Mr. Forester then reported on efforts to gain additional funding for the "High School and Beyond" program and spoke about highlights of the City Arts and Lectures Program, branch library programs, and a series of weekly programs offered by the Hormel Lesbian and Gay Center. He concluded his report with a brief discussion of the planning activities underway to prepare for the Branch Libraries Capital Campaign to raise funds for furniture, fixtures, and equipment for the branch libraries proposed to be constructed and renovated with Prop. A. (Branch Library Construction and Improvement Bond) funds.

Commission comment on Agenda item # 7 FRIENDS AND FOUNDATION REPORT

Commissioners Bautista and Higueras commended the Friends and Foundation for its efforts to assist the Library in making materials available to the public. Vice President Steiman noted that advertising and outreach to students would be critical to the success of a program such as "High School and Beyond".

Agenda Item #8 LIBRARY LABOR UNION REPORT

None offered

Agenda item #9 NEW BUSINESS

Commissioner Bautista requested that staff provide reports on ebooks to the Commission. Vice President Steiman offered congratulations to Library Page Yen Ha for the excellent artwork she contributed to the Summer Reading program.

Public comment on Agenda item #9 NEW BUSINESS

An anonymous member of the public applauded Commissioner Bautista's call for regular reports to the Commission. This individual also noted that the Commission had requested that Commissioner's requests be printed in bold type when reported.

Agenda item #10 PUBLIC COMMENT

An anonymous member of the public commented that Commissioners who had called for Commission meetings to begin at an earlier time had not been attending meetings and suggested that the Commission revert to its former meeting time. This individual then spoke about a "Verandah Factor" as it related to experiences that this person had during travels as a youth. In particular, the anonymous member of the public commented on various chauvinistic and nationalistic educational policies as exemplified by the great attention paid to American scientists in America, French scientists in France, and most vividly by the British. This person illustrated this point by a reference to Briton James Clark Maxwell's famed work on entropy as reflected in popular culture by a reference to "Maxwell's little silver hammer" in a popular song. Mr. Ed Regan requested that the Library adopt public service hours from 6AM to Midnight seven days per week, 365 days per year.

Agenda Item #11 ADJOURNMENT

MOTION: by Commissioner Coulter, seconded by Commissioner Steiman that the meeting be adjourned.

ACTION: AYE 4-0 (Bautista, Coulter, Higueras, and Steiman)

The meeting was adjourned at 6:31PM.

Michael Housh, Commission Secretary 6/14/01

The number of members of the public who spoke anonymously at this meeting 1.

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Minutes of the Regular Commission Meeting of June 5, 2001

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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The number of members of the public who spoke anonymously at this meeting. 1

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, June 5, 2001

Item 1:
Approval of the May 1, 2001 Minutes

"Summaries provided by members of the public are not available on the website.

I reported this at the meeting of May 1. The secretary stated that the summaries had to be perfect. The implication being that it was somehow the fault of the Sunshine Ordinance that summaries were not posted. While that is not explicit, it is explicit that the summaries be included in the minutes and the minutes be included in the website.

According to these minutes, the Deputy City Attorney states that the requirements for posting summaries is qualified by the phrase, 'to the extent possible.'

It is curious that 'to the extent possible' can be used to excuse the library, but not to facilitate the availability of summaries.

Why is it that after ten years of leadership from a technological visionary and tens of millions of dollars, the library can't do what an average teenager can do?"

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, June 5, 2001

Item 2:
City Librarian's Report

"I was only able to attend three of the six planning meetings and I am disappointed that the City Librarian's report was so abstract. They attracted two or three people who had not been to library meetings before, which is good attendance under the circumstances.

In each case there was a prominent sign that the branch was closed, but in no case was there a sign that a meeting was going on.

There were eloquent comments about what library service was and what they wanted to see. There was very little reference to true planning and no information about the planning document from the administration.

There is a new element to the amnesty that was not mention when you or the Board of Supervisors approved it. That is the limitation to books in 'good condition.' Many librarians think that librarians themselves should judge the volumes' relative rarity and value."

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, June 5, 2001

Item 3:
Branch Library Bond Program Update

"The president states that there has been much activity behind the scenes, and I am sure that is true.

There has been much discussion of the budget provided by the Library Foundation for planning. I am very curious to know if the person introduced to the commission is being paid by funds from the Friends and Foundation. The president refers to a 'vetting' and I am curious who was involved in that vetting and by what criteria.

During the planning meetings the City Librarian let slip that this commission is planning on forming a committee. There has been no above-board acknowledgment of that.

I am curious about how that will take place, or whether it will be sprung on us from behind the scenes as this was."

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, June 5, 2001

Item 5:
Ebook Update Report

"I find this chilling. After trying to get a grant and not succeeding, rather than admit a mistake or re-evaluate, the decision was made to spend our money.

There was not report of what this is costing. Apparently we are paying to send library patrons to a private website. Generally the principles of e-commerce provide payment for referrals, not the other way around as this is.

The website provides a fraction of its service to our patrons and then some fraction of the referrals become customers of the website.

This is like someone paying you to dig your own grave. Tom Sawyer will be glad to see his principles brought to the next level.

There has been no assessment of cost benefit to the library. I am interested to know how much this private company is making. If this were a real need, the library should consider doing it itself."

Appendix A

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, June 5, 2001

Item 6:
Exhibits and Programs Report

"Let me be the first to give a heart-felt and very positive cheer. Particularly with reference to the exhibit now opening highlighting our own collections, I think that is long overdue.

Most of the exhibits in this library are wonderful from one point of view or another. Many of them are political and whether you find them politically correct from your point of view or not can sometimes be problematic.

I am very heartened to hear that we have an exhibit that highlights some of the treasures of our own collections.

Wonderful and long overdue."

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, June 5, 2001

Item 9:
New Business

"I applaud Commissioner Bautista for calling for quarterly reports on the ebook program. In general is a good idea to have periodic reports of things which are experimental and involve expenditures.

I note that the minutes have gone back to bolding of to-do items. I assume this item will so bolded.

It is sometimes difficult to distinguish the bolding, still it is a good practice."

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, June 5, 2001

Item 10:
Public Comment

"Those most interested in the early start time are not here. Perhaps it would be convenient to go back to the later start.

One of the advantages of travel is to learn that our educations are chauvinist and national-centric. American are taught that most significant inventions and scientific advancements are American. Youth in other countries are taught that their nation provided the advancements.

One of the founders of modern physics is James Clark Maxwell. Because he was English every English schoolboy knows his name. Maxwell was known for a story of the explanation of entropy. Entropy is the principle that every closed system will lose energy. To defeat entropy one could have a demon who isolated a subset of a system and used a silver hammer as enforcement. The social analogy is clear.

Thus, an English schoolboy wrote, 'Bang, bang Maxwell's silver hammer came down on his head."

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

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NOTICE OF MEETING

A special meeting of the San Francisco Public Library Commission called by the Commission President will be held as follows:

DATE: Thursday, June 28, 2001
TIME: 5:30PM NOTE SPECIAL TIME
PLACE: Koret Auditorium, Main Library, lower level

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The meeting will be called to order

AGENDA: * **

1. BRANCH LIBRARY SITE SELECTION REPORT — ACTION
Presentation, discussion, and possible action to approve the selection of new sites for the Glen Park and Visitacion Valley Branch Libraries and to authorize the Department of Real Estate to negotiate and enter into purchase agreements with the property owners of the proposed branch library sites.
Explanatory documents: site selection recommendations report

2. PUBLIC COMMENT — DISCUSSION
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

3. ADJOURNMENT (requires motion and public comment) — ACTION

*** Public comment will be taken before or during the Library Commission's consideration of each agenda item.**

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at http://sfpl.lib.ca.us/.
Michael Housh, Commission Secretary - 6/22/01

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

Michael Housh, Commission Secretary
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SAN FRANCISCO
PUBLIC LIBRARY

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the special meeting of Thursday, June 28, 2001
The San Francisco Public Library Commission held a special meeting on Thursday, June 28, 2001 in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 5:36 PM
The following members were noted present: Bautista, Coulter, Higueras, Steiman,

The Secretary reported Commissioners Streets and Swig excused attendance.

The Secretary reported that Commissioner Chin's arrival could be delayed.

AGENDA ITEM #1 BRANCH LIBRARY SITE SELECTION REPORT

City Librarian Susan Hildreth provided the Commissioners with a background summary of the branch library site search process to date. She then introduced Mr. Charlie Dunn of the Department of Real Estate, who gave a more detailed report on how the Library had first reviewed 7 or 8 potential branch library locations in each of the neighborhoods whose branch library was currently in rented facilities. Mr. Dunn noted that the community meetings held in these neighborhoods had provided important additional leads as well as called attention to potential sites that the Library had not considered. Mr. Dunn reported that based on preliminary reviews, the number of potential branch library locations being proposed for the Commission's preliminary consideration had been reduced to 2 or 3 locations in each of the neighborhoods. Mr. Dunn clarified that what he was requesting was that the Commissioners act to direct library staff and the Department of Real Estate to enter into discussions with the property owners of these potential branch library locations to further explore their availability for use by the Library. Mr. Dunn noted that he did not propose to present the Commissioners with a ranked list of recommendations but rather that he would gather data on economic and other factors that the Commissioners would need to weigh before making a choice. Mr. Dunn further observed that the Commission would have to request that the Board of Supervisors approve selection of the Library Commission's recommended choice for the new branch library location. Mr. Dunn outlined the basic criteria used in considering potential sites to be: a minimum of 7,000 sq. ft. of available space; a preference for a corner site; and location in a vacant space in a commercial rather than residential area. Mr. Dunn reported that the input from residents at the neighborhood community meetings on the proposed branch library locations had had a significant impact in reducing the numbers of potential locations from 7 or 8 to 3. At the suggestion of President Higueras, Mr. Dunn first presented the various proposed sites for the new Glen Park Branch Library.

The number of members of the public who spoke anonymously at this meeting. 1

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The Secretary reported that Commissioner Chin's arrival could be delayed.

AGENDA ITEM #1 BRANCH LIBRARY SITE SELECTION REPORT

City Librarian Susan Hildreth provided the Commissioners with a background summary of the branch library site search process to date. She then introduced Mr. Charlie Dunn of the Department of Real Estate, who gave a more detailed report on how the Library had first reviewed 7 or 8 potential branch library locations in each of the neighborhoods whose branch library was currently in rented facilities. Mr. Dunn noted that the community meetings held in these neighborhoods had provided important additional leads as well as called attention to potential sites that the Library had not considered. Mr. Dunn reported that based on preliminary reviews, the number of potential branch library locations being proposed for the Commission's preliminary consideration had been reduced to 2 or 3 locations in each of the neighborhoods. Mr. Dunn clarified that what he was requesting was that the Commissioners act to direct library staff and the Department of Real Estate to enter into discussions with the property owners of these potential branch library locations to further explore their availability for use by the Library. Mr. Dunn noted that he did not propose to present the Commissioners with a ranked list of recommendations but rather that he would gather data on economic and other factors that the Commissioners would need to weigh before making a choice. Mr. Dunn further observed that the Commission would have to request that the Board of Supervisors approve selection of the Library Commission's recommended choice for the new branch library location. Mr. Dunn outlined the basic criteria used in considering potential sites to be: a minimum of 7,000 sq. ft. of available space; a preference for a corner site; and location in a vacant space in a commercial rather than residential area. Mr. Dunn reported that the input from residents at the neighborhood community meetings on the proposed branch library locations had had a significant impact in reducing the numbers of potential locations from 7 or 8 to 3. At the suggestion of President Higueras, Mr. Dunn first presented the various proposed sites for the new Glen Park Branch Library.

The number of members of the public who spoke anonymously at this meeting. 1

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Site A was identified as the "Kelly" site located at 2820 Diamond Street and its rear lot. Mr. Dunn explained that this location was 12,943-sq. ft. currently occupied by two-story building. He noted that the building was not deemed historically significant and that the property was immediately adjacent to city owned open space that would allow options for various entryways into the proposed site. Mr. Dunn also reported that thus far he had had no contact with the owner and did not know if the property was available for purchase.

Site B was reported as the BART (Bay Area Rapid Transit) District parking area located on Bosworth Street. This location was identified as having 8,000 sq. ft of available space and it was noted that the Transit District was eager to cooperate in developing this location for a joint use facility.

Site C was described as the location of a former and proposed neighborhood serving grocery store located at Diamond and Wilder Streets. Mr. Dunn noted that what was proposed for this location was a condominium project with the new branch library located on the second floor of a multistory building which would house a grocery on its ground floor. Mr. Dunn noted that there would be 8 to 10,000 sq. ft. available to the Library at this location and as the development project was already underway this location offered an opportunity to fast track development of the branch library if this site were chosen.

Public comment on Agenda Item #1 BRANCH LIBRARY SITE SELECTION REPORT (Glen Park sites)

Mr. Greg Elsner, a 20 year Moffett Street resident, expressed happiness that a new branch library was being proposed and noted that more than 30 people had attended the neighborhood meeting considering the potential locations. Mr. Elsner reported that a voice vote at that meeting had favored selection of Site A, the "Kelly" site noting that its corner location made it very accessible to neighbors and to travelers on BART as well as to nearby schools. Mr. Elsner reported that the members of the Glen Park Association also supported selection of Site A. Mr. Elsner also remarked that Site C had potential, but expressed concern with the library's second floor location. Mr. David Prowler, representing the developers of Site C, expressed happiness at its inclusion among the list of preferred sites. Mr. Prowler noted that the developer of this property was a neighborhood resident who bought the property in order to preserve the neighborhood serving market as well as to meet other neighborhood needs such as expanded space for the branch library. Mr. Prowler called Site C's location as the "Times Square" of Glen Park and noted that while the idea of a mixed use development might take getting used to, the entire project provided a great opportunity and some challenges for the neighborhood. Mr. Prowler noted that the developer proposed that the branch library would have a strong street level as well as second story presence and expressed confidence that any challenges could be overcome to make this project a success. Ms. Miriam Moss, a former school teacher and 26 year Glen Park resident, voiced opposition to the selection of Site C, particularly calling attention to the problems inherent in locating the branch library on the second floor over a grocery store. Ms. Moss found that Site A was preferred and commented that locating the branch library on the second level in a mixed use facility diminished its importance as an educational center in the community. Mr. Chris van Loben Sels, a resident of Wilder Street voiced strong opposition to selection of Site B. He noted that BART had demolished a significant portion of Wilder Street properties in order to build its station and that choice of Site B would impose further negative impacts on the residents of Wilder Street. Mr. van Loben Sels commented that development of the branch library on Site B would result in both privacy and security concerns for Wilder Street residents created by locating a multi-level facility on that site. Mr. Ed Regan noted that he was not a Glen Park resident but applauded the Library's efforts to purchase property for new branches. Mr. Regan recommended that such branches be located in business districts located on bus lines. Ms. Joanne Nordstrom, President of the Glen Park Merchants Association reported its unanimous support for the selection of Site B, the grocery development project, noting that this project was already under development and offered a great opportunity for getting the branch library going quickly. She further noted that this project offered an opportunity for a good architectural development in the busy heart of the neighborhood. Ms. Sybil Boutilier, a Glen Park resident, favored selection of Site A noting that the neighborhood wanted both a new grocery as well as a new branch library. Ms. Boutilier suggested that the Library should control its own facility and that a new branch located at Site A in the center of Glen Park Village would be close to BART, shopping, and schools. She found this to be the most beneficial location. Mr. Rube Warren, a Planner for the Bay Area Rapid Transit (BART) District, described the potential use of three different configurations for a facility located on Site B, the BART parking lot. Mr. Warren noted that it offered superior pedestrian access potential and suggested that the branch library could be built at grade level on Bosworth Street. Mr. Warren responded to some of the concerns raised by reporting that the BART District would conduct an architectural design charette for any proposed facility to suggest options to resolve the potential problems noted. Mr. Bruce Bammaker of the Glen Park Association and Glen Park Merchants Association suggested that Site C, the Diamond Super location offered the best option for enhancing the urban presence of the branch library in a central location. He further noted that the Branch Library was the only city facility in Glen Park and that it was therefore important to get this project moving. Mr. Bammaker also noted that Site B, the Diamond Super site, was the choice of the leadership of the community. Mr. Ed Rogan expressed disappointment at having missed the community meeting but noted that it was his sense that Site A, the "Kelly" site was the most attractive, calling it the cornerstone of the neighborhood. Mr. Rogan noted the importance of the Library controlling its own site and noted that the grocery store location was going to be developed in any event. Mr. Rogan found the BART site (Site B) unacceptably far from the center of the neighborhood favoring a "Main Street" location instead. Ms. Andrea O'Leary voiced her support for Site A noting that this neighborhood branch library had special needs and that locating at the "Kelly" site placed the branch library next to an open space area. She found this much preferable to what she termed the "industrial" character of the BART site (Site B) and problems posed

The number of members of the public who spoke anonymously at this meeting. 1

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by the grocery site (Site C). Mr. Michael Rice, Vice President of the Glen Park Association, noted that no site was ideal and that there were pluses and minuses to each. He identified Site A as the most favorable. Ms. Nora Dowley thanked Susan Hildreth City Librarian and Donna Corbeil, Library Chief of Branches for their efforts to involve the neighborhood fully in the process of replacing the branch library with a new facility. Mr. Peter Warfield, while noting he was not a Glen Park resident, observed that as a city resident that might wish to access the library in Glen Park he was concerned with its development. Mr. Warfield expressed displeasure that documents related to the site selection process were not available prior to the meeting, that he had wished to see what other sites had been considered, and that he felt that the entire process was closed. Mr. Warfield expressed the view that the Commission was being asked to rubber stamp recommendations without being made aware of other options. Mr. Warfield requested that information on a timetable for the development of the various branches be made available in order to provide more opportunities for members of the public to provide input.

Commission comment on Agenda Item #1 BRANCH LIBRARY SITE SELECTION REPORT (Glen Park sites)

Vice President Steiman, a Glen Park resident, discussed the many issues that had been discussed in the community meeting that had been held to gather neighborhood input into the site selection process. Commissioner Steiman observed that the new library needed to be a focal point of the neighborhood as were many of the Carnegie branch libraries the center of their neighborhoods. She expressed concerns with the 2nd floor location proposed for Site C as well as concerns that could arise during the projected long-term problems that could develop in a mixed use setting. Vice President Steiman indicated that she felt Site A, the "Kelly" site as the likely best location but noted that the owner may not wish to sell and use of the city's "eminent domain" power may not be possible when there are nearby alternative locations available. Vice President Steiman commented that she also had concerns with Site B, the BART site noting cost concerns as well as a dislike for a multistory garage that could be necessary if that site were chosen. Vice President Steiman expressed the wish that this site selection be very carefully considered with neither too much haste nor too long a delay in bringing a recommendation to the Commission. Commissioner Bautista expressed appreciation to the Glen Park neighbors who took part in this process and noted that she had visited the sites. She expressed her commitment to listen carefully to the input from the community in order understand the neighborhood's vision for their library and to give the community a sense of ownership of their new branch library. Commissioner Bautista commented that she found any of the three proposed sites acceptable, but wanted to give the wishes of the residents of Glen Park a major role in choosing which location was picked. Commissioner Coulter thanked the residents for their very active role in helping to choose the branch library's location. Commissioner Coulter asked Mr. Dunn to explain what would happen if the Commission was not satisfied with the recommendation for a site that resulted from the negotiations by library staff and the Department of Real Estate. Mr. Dunn responded with a very detailed discussion of the process which library staff and his

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Department would undertake to insure that there would be a complete workup on each of the proposed sites outlining in detail the weight given to various factors which would underlay their recommendations. Mr. Dunn noted that consideration would be given to both the acquisition as well as development costs within the limitations included in the bond issue. He also noted that Library Bond Project Manager Marilyn Thompson and City Bureau of Architecture staff would be actively involved in reviewing these sites. Vice President Steiman noted that as Glen Park is a major transit hub consideration should be given to selecting a site with potential for future expansion suggesting that there could be a need for a larger neighborhood library in the future. Commissioner Chin welcomed the neighborhood residents' comments and inquired concerning what yardstick the Department of Real Estate used to determine what a reasonable cost for a branch library site might be. Commissioner Chin cautioned that the Library Commission had to be fair to every neighborhood in making funds available for the various branch libraries. Ms. Hildreth noted that the bond program did include predetermined budget amounts for the various projects. Mr. Dunn responded that the Department of Real Estate was required to pay fair market value for properties that it acquired and that each location would be professionally appraised and recommendations would be made based on amounts within the limits of funds available for these projects in the bond program. City Librarian Susan Hildreth noted that the original timeline for the various branch libraries could be revised as circumstances changed to warrant bringing some projects forward earlier than originally proposed.

MOTION: By Commissioner Bautista, seconded by Commissioner Coulter to authorize the Department of Real Estate to negotiate and enter into purchase agreements with the property owners of the proposed Glen Park Branch Library sites and bring its recommendations for the selection of a Glen Park site to the Library Commission for its consideration, review, and approval.

ACTION: Aye 5-0 (Bautista, Chin, Coulter, Higueras, and Steiman)

AGENDA ITEM #1 BRANCH LIBRARY SITE SELECTION REPORT (Visitacion Valley sites)

Mr. Dunn next described in extensive detail the similar process used by the Department of Real Estate to identify and evaluate seven or eight potential branch library sites in the Visitacion Valley neighborhood. Mr. Dunn noted that in this case as well the input by neighborhood residents at a community meeting concerning possible sites for the branch library was very useful, bringing to his Department's attention a location which had not been previously considered. Mr. Dunn noted that none of the three locations in the preliminary recommendations was perfect.

Mr. Dunn reported Site A as 75-83 Leland Avenue, a two parcel 11,764 sq. ft site in a mid-block currently occupied by a laundry. Mr. Dunn described the current layout as one building on three lots resulting in one parcel being landlocked and thus of lower value. He noted that selection of this property would require very creative design of the branch library

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because of the irregular shape of the property.

Mr. Dunn identified Site B as 201-231 Leland Avenue, a very large 16,000-sq. ft. location currently occupied by a neighborhood serving grocery store. He noted that it might be necessary to split this lot to recover some of the costs of its purchase, but also pointed out that this size would allow ample parking as well as opportunities for landscaping. A point against selection of Site B would be the loss of a neighborhood serving business.

Mr. Dunn then described Site C, 2500-2510 Bayshore Boulevard, an 8,000 sq. ft. property on a corner location currently occupied by an auto repair facility. Mr. Dunn noted concerns with this site as being the very busy traffic at Visitacion and Bayshore and the potential need to clean up toxic materials currently on the site.

Mr. Dunn reported to the Commissioners that so far none of the property owners had been contacted regarding purchase of these properties.

Public comment on Agenda Item #1 BRANCH LIBRARY SITE SELECTION REPORT (Visitacion Valley sites)

Mr. Marvin Seeman, a Visitacion Valley neighbor discussed the views expressed by neighborhood residents and library patrons at the neighborhood community meeting that took community comment on the potential branch library locations in Visitacion Valley, expressing a strong preference for the "Rutland" (Site B) site. Mr. Seeman noted that there were many negatives such as extensive traffic, the potential impact of the Third Street Light Rail Project, noise, and the great difficulty of access to the site for both drivers and pedestrians with the Bayshore auto repair shop site (Site C). Mr. Seeman noted that the "Rutland" site (Site B) better served the Visitacion Valley neighborhood, that in contrast to the Bayshore site the parking was good and that the grocery store location was closer to the majority of the neighborhood population. Mr. Seeman further noted that a bus line goes directly to the grocery location. He observed that the laundry site (Site A) offered little improvement over the existing location and that he strongly supported the "Rutland" site (Site B). Mr. Will Wagler commented that Visitacion Valley was undergoing an exciting renaissance, pointing to the recent creation of a public greenway stretching through the neighborhood and the community organizing which occurred concerning the proposed Home Depot. Mr. Wagler noted that the former Schlage Lock Co. site now offered opportunities for development of new town center. Mr. Wagler expressed a preference for a larger site for the branch library observing that a majority of residents found the Super Fair Market location the best potential site. Mr. Wagler noted that a major grocery could be developed on the Schlage Lock site lessening concerns about displacing an existing business. He pointed out the significant design limitations that proposed Site A would pose. Mr. Wagler recommended that the library develop the new branch as a "green" building so that the building would educate by example as much as the books it contained. An anonymous member of the public expressed regret at not offering comments concerning the Glen Park

The number of members of the public who spoke anonymously at this meeting. 1

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sites and pointed out that that in both these neighborhoods history had guided their development. This person commented that neighborhoods wanted strong services provided in a quiet intimate neighborhood setting. This individual commented on Commissioner Bautista's observation that the library should look to the neighborhood for its vision and noted that the neighbors were looking to the Library Commission to provide the leadership. The anonymous member of the public commended President Higueras' commitment that the Commission would take a very active role in making sure that the library is served by the locations that are chosen. Mr. Ed Regan noted that he was glad that the library was getting these properties, but expressed his belief that it does little good to build additional libraries without expanding library hours. Ms. Aggie Shapiro, a lifetime resident of Visitacion Valley, informed the Commissioners of how much the library meant to the neighborhood. She expressed the hope that it could be located near schools, across from a church, and readily accessible to public transit. Ms. Shapiro expressed strong support for the "Rutland/Leland" site (Site B) as offering the best opportunity to create a wonderful new neighborhood center, like South San Francisco's Grand Avenue. Ms. Sue Cauthen, member of the Council of Neighborhood Libraries and San Francisco Tomorrow's Library Task Force noted that the Visitacion Valley Branch Library and other small branches had the fewest hours and expressed the hope that in addition to new facilities consideration could be given to additional hours. Ms. Dede Puma, Visitacion Valley Branch Librarian urged the Commission to choose the largest possible site, noting the need for additional space to accommodate future growth. Ms. Puma recommended that the Leland Avenue Site (Site B) be strongly considered. Ms. Puma thanked the community for attending the meeting and offering their comments. Mr. Peter Warfield, while noting that he was not a Visitacion Valley resident, expressed concern with the lack of availability of information concerning all of the sites considered and expressed a preference that explanatory materials be available earlier. Mr. Warfield seconded comments that choosing sites with additional space available for future expansion, such as is available at the Richmond Branch, allowed for opportunities for future growth.

Commission comment on Agenda Item #1 BRANCH LIBRARY SITE SELECTION REPORT (Visitacion Valley sites)

In response to a question by Vice President Steiman, Ms. Shapiro indicated that the Visitacion Valley neighbors clearly preferred the "Rutland" site (Site B). Vice President Steiman observed the resident's special insight into their needs should be given great consideration when making this choice and thanked the neighbors for their participation. President Higueras congratulated Mr. Dunn for this preliminary report and noted that the Commission looked forward to gathering more information and fully understanding the neighborhood's thoughts and insights on this matter. President Higueras noted that there were few "ideal" sites available, but that the point raised that the new libraries should not only provide excellent library services but also enhance the livability of the neighborhood's "Main Streets" would be a key element in the library's planning. President Higueras noted that the libraries figure prominently in addressing the livability of these neighborhoods. Commissioner Bautista called attention to the high population of children and young people in these neighborhoods and emphasized how important it would be that the most suitable locations be found for libraries to nurture education in these communities . She also expressed a preference that larger sites be chosen to facilitate future growth. Vice President Steiman expressed a concern that the actions of other city departments not limit the library's options to develop various sites. In response to questions by Commissioner Chin, Ms. Hildreth and Mr. Dunn indicated that the Grocery site (Site B) was strongly preferred over both of the other two sites unlike the case in Glen Park where all three sites had pros and cons. A neighborhood resident offered an explanation as to why there had not been any neighborhood interest in locating the library at the Schlage Lock site. Commissioner Chin commented on the importance of considering children's safety issues when reviewing these sites. At the request of President Higueras, the Secretary repeated the language of the previous motion concerning the Glen Park site. This provided President Higueras an opportunity to clarify the point that in Mr. Dunn's next report to the Commission on this matter in addition to the information concerning the acquisition costs of the parcels that the Commission wished Mr. Dunn to provide details of potential development costs as well. In response to questions by President Higueras, Mr. Dunn indicated that his next report on this matter might be available for Commission review by the end of August.

MOTION: By Commissioner Coulter, seconded by Commissioner Bautista to authorize the Department of Real Estate to negotiate and enter into purchase agreements with the property owners of the proposed Visitacion Valley Branch Library sites and bring the preferred alternative for the selection of a branch library site to the Library Commission for its consideration, review, and approval.

ACTION: Aye 5-0 (Bautista, Chin, Coulter, Higueras, and Steiman)

Agenda Item #2 PUBLIC COMMENT

Mr. Peter Warfield noted the concerns raised about potential toxic substances on some of the sites and suggested that Mr. Dunn report on how clean up of these toxic substances would figure into the suitability to build on these sites. Mr. Chris van Loben Sels of Glen Park noted that there was no discussion of a double tier garage at the Community meeting, that there was longstanding and significant opposition to construction of a multi-tier garage in Glen Park, and that the cost of such a structure would significantly impact the differential costs of developing the BART site. Mr. Ed Regan recommended that all of the new facilities should have three stories. An anonymous member of the public commented that this person found a significant resonance in these discussions with a previous discussion of the relocation of the Glen Park Branch to a proposed large-scale development in the neighborhood that was opposed by the neighbors. This person noted that residents want developments to retain human scale to maintain the livability of the neighborhood rather than giant chain stores. The anonymous member of the public was pleased with the sensitivity that the Commission had shown to some of these issues and urged that all these developments be considered from an "on the street basis" and that it was a shame that a more programmatic look had not been taken when considering placements of these libraries, noting the lack of a library serving Diamond Heights residents.

The number of members of the public who spoke anonymously at this meeting 1

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Agenda Item #3 - ADJOURNMENT

MOTION: by Commissioner Chin, seconded by Commissioner Bautista that the meeting be adjourned.

Public comment on Agenda Item #3 ADJOURNMENT

None offered

ACTION: AYE 5-0 (Bautista, Chin, Coulter, Higueras, and Steiman)

The meeting was adjourned at 7:30PM

Michael Housh, Commission Secretary 7/5/01

The number of members of the public who spoke anonymously at this meeting 1

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Appendix A

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The number of members of the public who spoke anonymously at this meeting. 2

SAN FRANCISCO LIBRARY COMMISSION

JUNE 28, 2001

POTENTIAL NEW BRANCH LIBRARY SITES for VISITACION VALLEY & GLEN PARK

Prepared by Charles Dunn
Principal Real Property Office
Real estate Division

Jorge Alfaro
Project Architect
Bureau of Architecture

City & County of San Francisco

VISITACION VALLEY BRANCH

Potential acquisition sites are located:

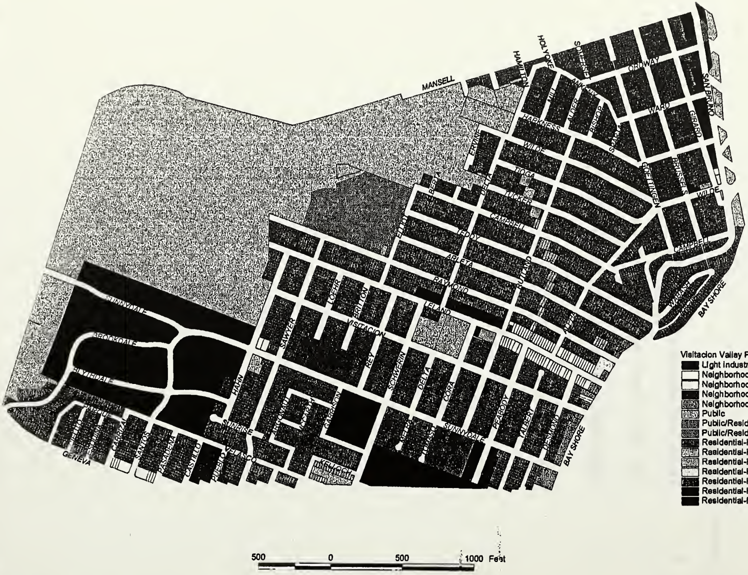
A. 75-83 Leland Ave. (Laundry)

B. 201 –231 Leland Ave. (Super Fair Market)

C. 2500-2510 Bayshore Blvd. (Auto Repair)

Visitacion Valley District

(Exhibit B-4)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HOLYOKE
SOMERSET
ORDWAY
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WARD
GIRARD
ANKENY
ALDER
BISHOP
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WILDE
ERVINE
BERTA
DELTA
TIOGA
TUCKER
CAMPBELL
GOETTINGEN
BRUSSELS
WILDE
CAMPBELL
WABASH
BAY SHORE
ELLIOT
TEDDY
ARLETA
RAYMOND
RUTLAND
LELAND
VISITACION
LOEHR
BRITTON
SAWYER
REY
SCHWERIN
DELTA
CORA
PEABODY
TALBERT
DESMOND
BAY SHORE
SUNNYDALE
SUNNYDALE
BROOKDALE
BLYTHDALE
HAHN
SUNRISE
GARRISON
KELLOCH
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CASTILLO
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Visitacion Valley Parcels

- ■ Light Industrial
- □ Neighborhood Commercial, Cluster
- □ Neighborhood Commercial, Small Scale
- ■ Neighborhood Commercial, Small Scale/Neighborhood Commercial, Moderate Scale
- ▨ Neighborhood Commercial, Moderate Scale
- ▨ Public
- ▨ Public/Residential-House, One Family
- ▨ Public/Residential-Mixed, Low Density
- ■ Residential-House, One Family
- ▨ Residential-House, One Family/Neighborhood Commercial, Cluster
- ▨ Residential-House, One Family/Neighborhood Commercial, Small Scale
- □ Residential-House, One Family/Neighborhood Commercial, Moderate Scale
- ■ Residential-House, One Family/Residential-Mixed, Low Density
- ■ Residential-House, Two Family
- ■ Residential-Mixed, Low Density

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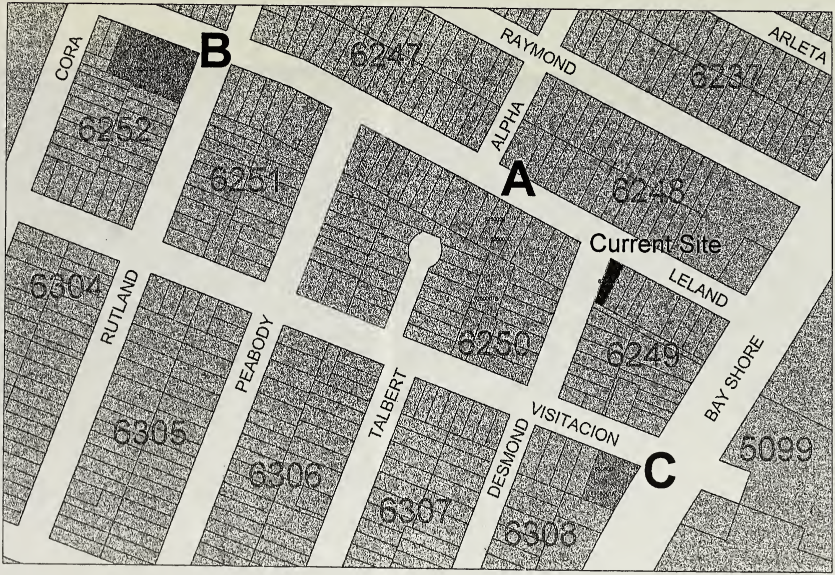
Source: San Francisco Basemap & Library Program, DPW - Office of Geographic Data Services
Prepared by: Marvin L. Hull, GIS Business Analyst Sr
Date Printed: June 19, 2001

Visitacion Valley Library Index Map


CORA
B
6252
6251
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A
6248
6237
ARLETA
Current Site
LELAND
6250
6249
BAY SHORE
6304
RUTLAND
PEABODY
6305
6306
TALBERT
6307
DESMOND
VISITACION
6308
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▇ Current Site
▨ Option "A"
▨ Option "B"
▨ Option "C"

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Source: DPW/Geographic Data Services

Prepared: Mihaly Arato; June 22, 2001
DPW/Geographic Data Services

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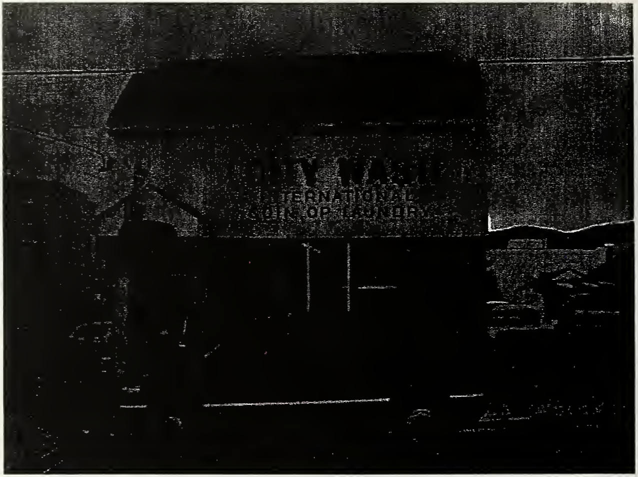
VIS VALLEY BRANCH OPTION # A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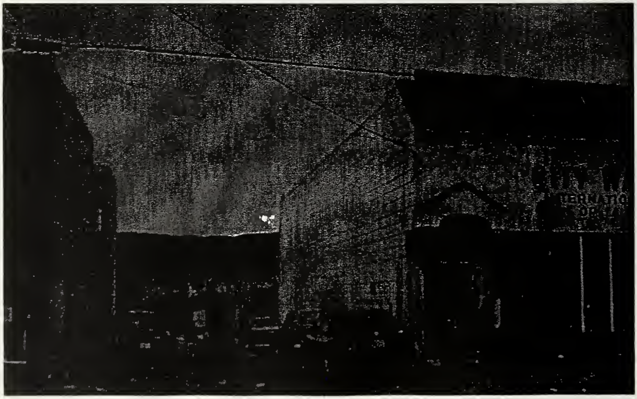

VIS VALLEY BRANCH OPTION # A Continued

Address:	75-83 Leland Ave. & rear lot Between Peabody and Desmond Sts. Assessors Blk 6250 Lots 29, 30 & 7b
Lot Size:	Approximately 11,464 sf total 5000 sf (50 x 100) Leland Ave. frontage plus 6464 sf (62 x 116.75 irregular) rear lot
Existing Zoning:	NC-2
Existing Improvements:_	Single story commercial, built 1947 Vacant land NC2 Vacant land RH1
Existing Occupants:	Coin Laundry
Comments:	Irregular shaped parcel will require a creative design. Lot 7b is slight off line with lots 29 & 30 Potential easements with lot 31 Lot 7b is landlocked

6250

REIS TRACT
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SUNNY VALE: HD ASS'N
BLK9
TALBERT COURT

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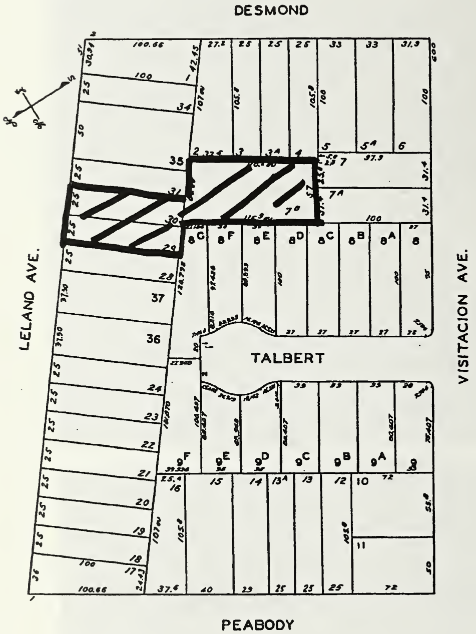
DESMOND
LELAND AVE.
VISITACION AVE.
TALBERT
PEABODY
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34
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28
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105.8
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31.9
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25
27.2
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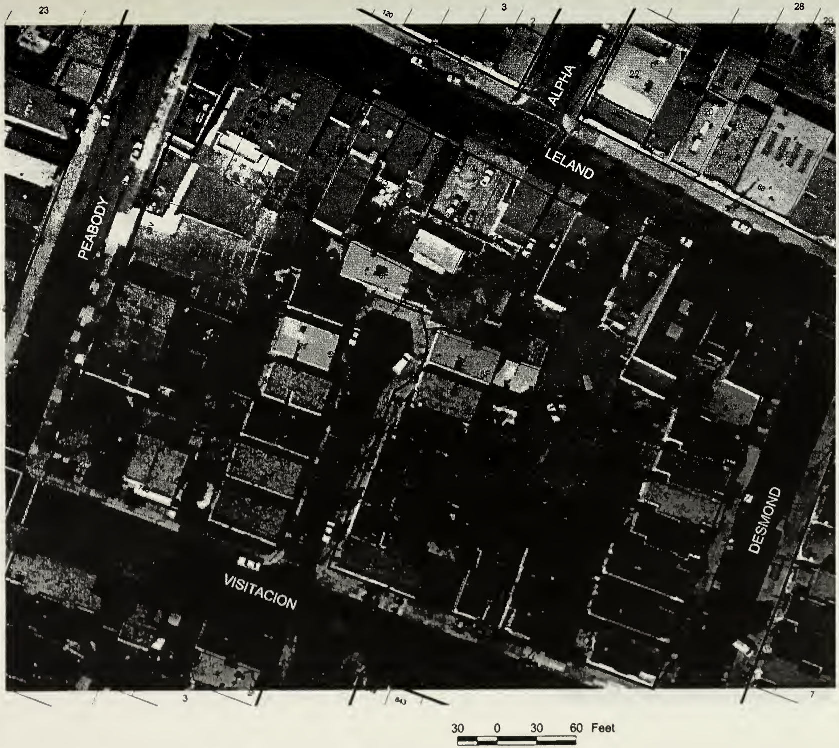
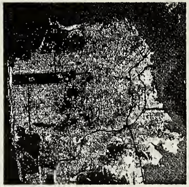
40
37.5

Option A

ASSESSOR'S BLOCK 6250 LOT 29


23
120
3
2
28
29
ALPHA
LELAND
22
20
86
PEABODY
VISITACION
DESMOND
3
643
7
30
0
30
60
Feet



N
W
E
S

Source: Department of Public Works, Copyright, 1996.

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VIS VALLEY BRANCH OPTION # B

Address:	201 –231 Leland Ave SW Corner of Rutland St Assessors Blk 6252 Lot 36
Lot Size:	Approximately 16,367 sf (158.55 x 106.4) Irreg.
Existing Zoning:	RH-1/NC-2
Existing Improvements:_	Single story commercial, built 1955
Existing Occupants:	Super Fair Market
Comments:	Lot size is larger than specified

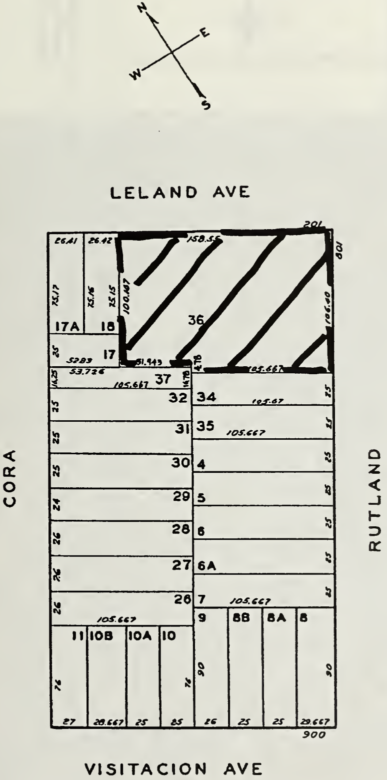
LOTS MERGED
LOT 19/23 INTO LOT 1-1956

6252

REIS TR BLK 47

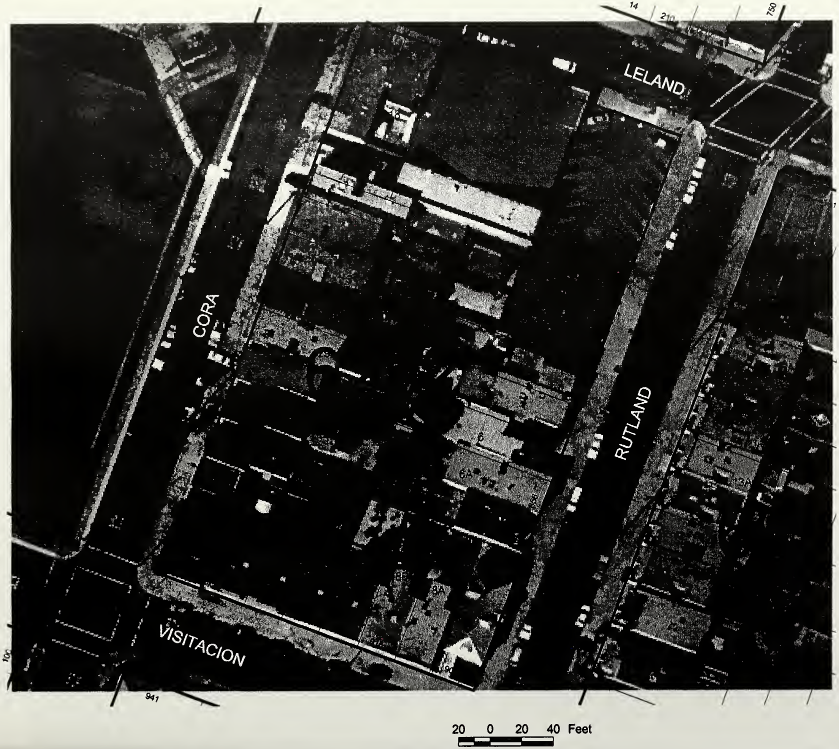
SUNNYVALE HD ASSN BLK 13

REVISED 1958
" 1959
REVISED 1962
" '80
" '92


N
E
W
S
LELAND AVE
CORA
RUTLAND
VISITACION AVE
201
108
158.55
106.40
100.147
36
26.41
26.42
75.17
75.16
75.15
17A
18
17
25
52.83
53.726
51.949
4.78
14.78
14.25
37
105.667
32
31
30
29
28
27
26
34
35
4
5
6
6A
7
9
8B
8A
8
11
10B
10A
10
25
24
26
76
90
27
28.667
26
29.667
900

Option B

ASSESO´ ´S BLOCK 6252 LOT 36


14
210
750
LELAND
CORA
RUTLAND
6
6A
9A
VISITACION
941
100
20 0 20 40 Feet

Source: Department of Public Works, Copyright, 1996.

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VIS VALLEY BRANCH OPTION # C

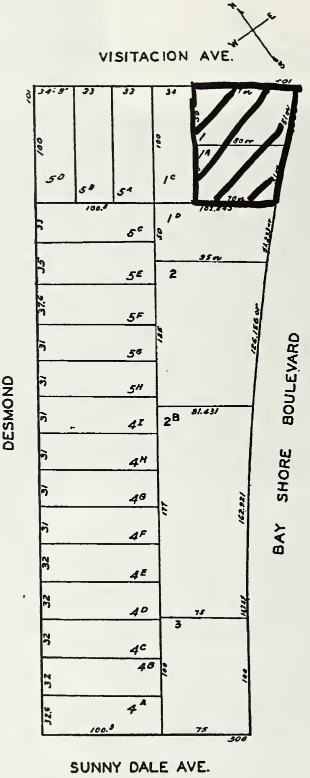
Address:	2500 – 2510 Bayshore Blvd Northwest corner of Visitacion St Assessors Blk 6308 Lots 1 & 1a
Lot Size:	Approximately 7919 sf (100 x 70 irregular)
Existing Zoning:	NC-3
Existing Improvements:_	Single story auto, Single story brick
Existing Occupants:	TW Auto Electrical Contractor
Comments:	Corner location Will require a toxics investigation

6308

VISITACION VALLEY HD ASS'N

LOTS MERGED

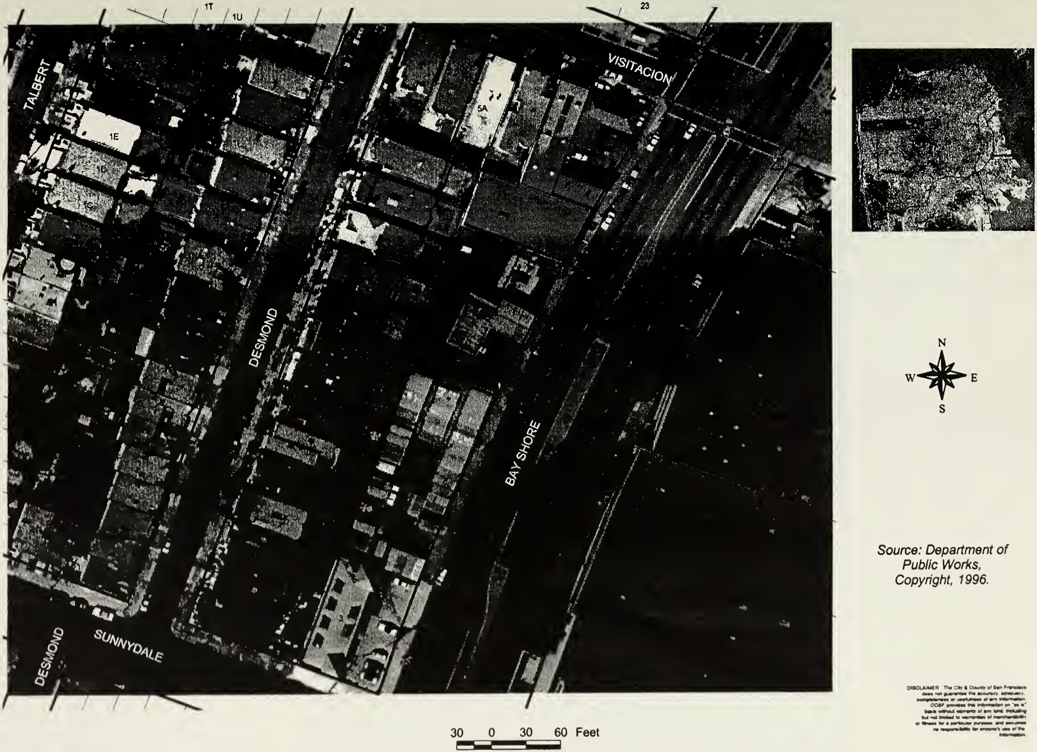
LOT 2A MERGED INTO LOT 3 - 1958
" 1B " " " 2-1955



N
E
W
S
VISITACION AVE.
DESMOND
BAY SHORE BOULEVARD
SUNNY DALE AVE.
1
1A
1C
1D
2
2B
3
5D
5B
5A
5C
5E
5F
5G
5H
4I
4H
4G
4F
4E
4D
4C
4B
4A
34:9"
33
33
34
100
100
100.3
102.843
95
81.431
126.156
162.921
75
75
100.9
300
401

Option C

ASSESSOR'S BLOCK 6308 LOT 1 & 1A


1T
1U
23
TALBERT
1E
1D
1C
5A
VISITACION
DESMOND
BAY SHORE
3
SUNNYDALE
DESMOND
N
W
E
S
30
0
30
60
Feet

Source: Department of Public Works, Copyright, 1996.

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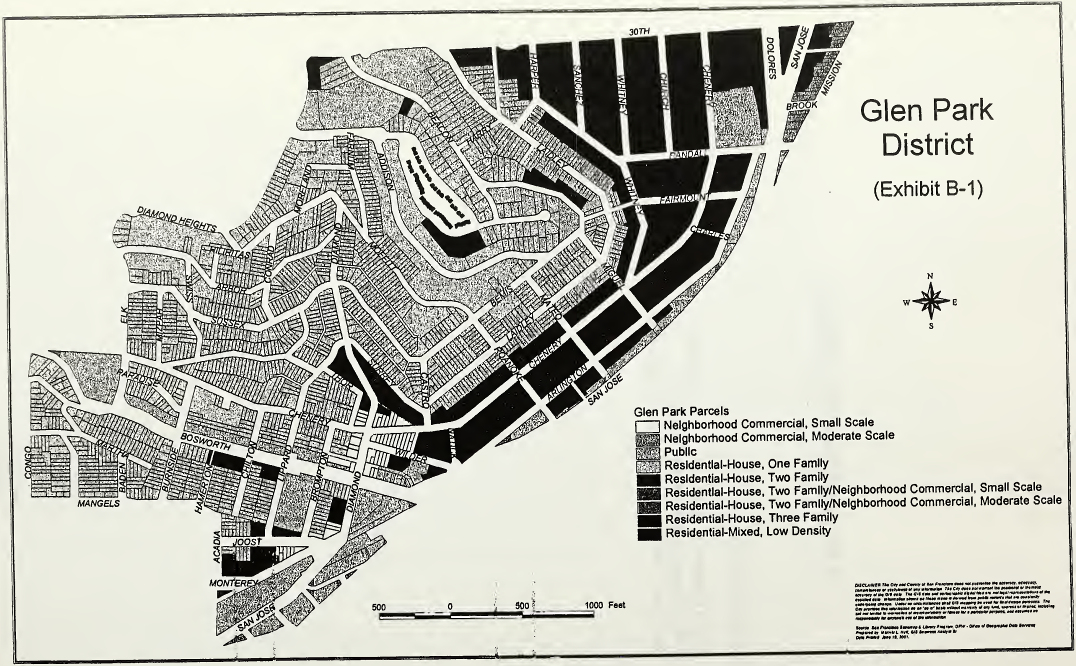
GLEN PARK BRANCH LIBRARY

Potential acquisition sites are:

A. 2820 Diamond & Rear Lot (Kelly Building)
B. BART Property (Bosworth Parking Lot)
C. Diamond & Wilder (Condominium Acquisition)

Glen Park District

(Exhibit B-1)


30TH
SAN JOSE
DOLORES
MISSION
BROOK
HARPER
SANCHEZ
WHITNEY
CHURCH
CHENERY
RANDALL
FAIRMOUNT
CHARLES
BEACON
HARRY
LAIDLEY
ADDISON
FARNUM
MORELAND
DIAMOND HEIGHTS
ELK
MIZPAH
SWISS
PILIRITAS
ARBOR
CONRAD
DIAMOND
MOFFITT
SUSSEX
BEMIS
MATEO
LAIDLEY
ROANOKE
CHENERY
ARLINGTON
SAN JOSE
PARADISE
CASTRO
SURREY
THOR
CHENERY
BOSWORTH
NATICK
WILDER
CONGO
MARTHA
BADEN
MANGELS
BURNSIDE
HAMERTON
CHILTON
LIPPARD
BROMPTON
DIAMOND
ACADIA
JOOST
MONTEREY
SAN JOSE
N
W
E
S
Glen Park Parcels
☐ Neighborhood Commercial, Small Scale
▨ Neighborhood Commercial, Moderate Scale
▨ Public
▨ Residential-House, One Family
■ Residential-House, Two Family
■ Residential-House, Two Family/Neighborhood Commercial, Small Scale
■ Residential-House, Two Family/Neighborhood Commercial, Moderate Scale
■ Residential-House, Three Family
■ Residential-Mixed, Low Density
500
0
500
1000 Feet

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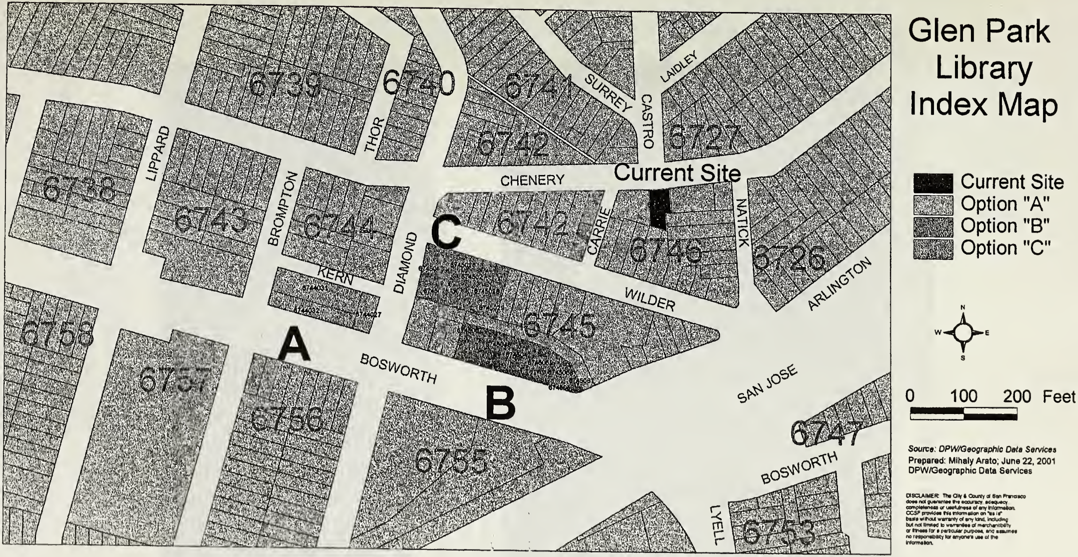
Source: San Francisco [illegible] & Library Program, DPW - Office of Geographic Data Services
Prepared by: [illegible], GIS Business Analyst Sr
Date Printed: June 19, 2001.

Glen Park Library Index Map


Current Site
Option "A"
Option "B"
Option "C"
N
W
E
S
0
100
200
Feet
6739
6740
6741
6742
6727
6738
6743
6744
6742
6746
6726
6745
6758
6757
6756
6755
6747
6753
LIPPARD
THOR
SURREY
CASTRO
LAIDLEY
CHENERY
Current Site
BROMPTON
DIAMOND
KERN
CARRIE
NATICK
WILDER
ARLINGTON
BOSWORTH
SAN JOSE
BOSWORTH
LYELL
A
B
C

Source: DPW/Geographic Data Services
Prepared: Mihaly Arato; June 22, 2001
DPW/Geographic Data Services

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GLEN PARK BRANCH OPTION #A

Address:

2860 Diamond St. & rear lot
Northeast corner of Bosworth.
Assessors Blk 6744 Lots 27 & 31 combined with City lot 32

GLEN PARK BRANCH OPTION # A Continued.
2860 Diamond St. & rear lot

Lot Size:	Approximately 12,943 sf (66 x 196.11 irregular)
Existing Zoning:	NC-2
Existing Improvements:_	Two Story, built 1924
Existing Occupants:	Restaurant & Office
	Potential 2 – 4 Residential Units or Law offices
Comments:	Excellent Location, katy corner to BART Initial meetings with the Department of City Planning indicate that a 2820 Diamond is not a architecturally significant building and a creative design could possibly incorporate the City's Open Space Lot 32 into an overall design.

LOTS MERGED

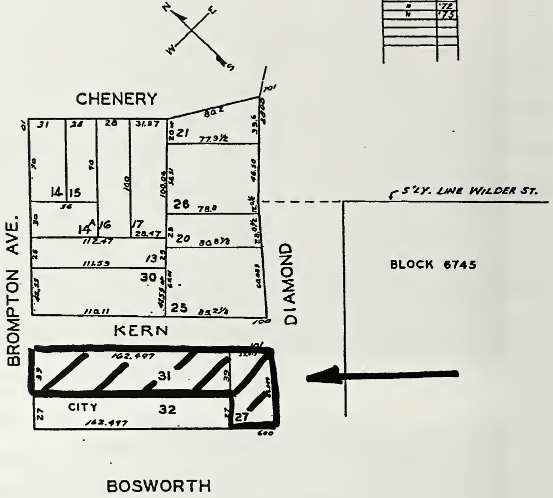
LOTS	INTO	LOT
1	"	18/20 1926
3	"	DIAMOND ST. 1931
2	"	KERN ST.

6744

MISSION & 30TH ST
EXT'N HD UNION
BLK 13

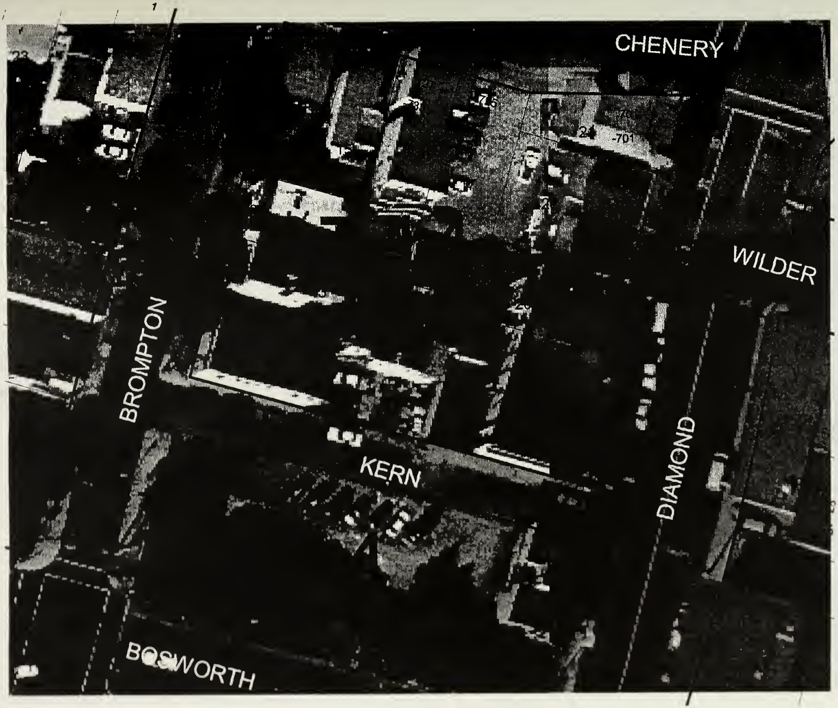
BLK. RENUMBERED 1918

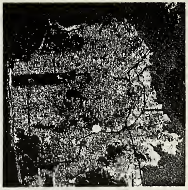
REVISED	'59
"	'65
"	'68
"	'72
"	'75


N
E
W
S
CHENERY
BROMPTON AVE.
DIAMOND
KERN
BOSWORTH
S'LY. LINE WILDER ST.
BLOCK 6745
14
15
14A
16
17
13
30
21
26
20
25
31
CITY
32
27
162.497
162.497
112.47
111.59
110.11
77.9½
78.8
80.8⅞
85.2⅞
28.47
31.87
80.2

Option A

ASSESSOR'S BLOCK 6744 LOT 27 & 31


1
23
CHENERY
715
701
24
WILDER
BROMPTON
KERN
DIAMOND
BOSWORTH
20 0 20 40 Feet



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GLEN PARK BRANCH OPTION # B

Address: BART
Bosworth & Diamond Sts.

Lot Size: TBD

Existing Zoning: Public

Existing Improvements: Parking lot and BART Station

Comments: BART may be willing to consider a site on the upper plaza or use of a portion of the existing parking area (across Bosworth). Ideally, a library branch would be part of an overall station improvement project which would include better pedestrian access across Bosworth (possibly a bridge over). At minimum BART would likely require deck parking to replace any loss of parking.

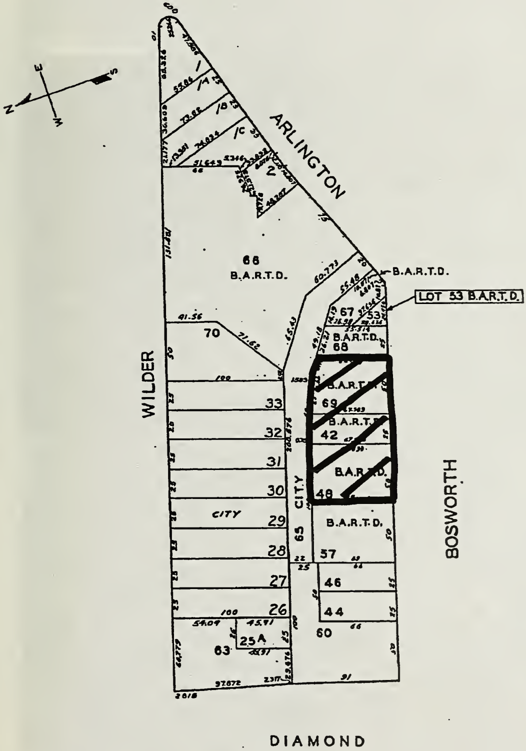
LOTS MERGED

Lot 23 Merged into 24 + St. '75
" 18/20-ptn. 21 " into Blk. 6744 '18
" 3/5 Merged into Lot 2 '33
PORTION LOT 71, 1446 BLK. 6746 INTO LOT 2 BLK. 6745
LOT 22 MERGED INTO STREET '57

6745

MISSION & 30TH ST
EXT'N HD UNION
BLK 14
FAIRMOUNT EXT'N HD ASS'N
BLK 4

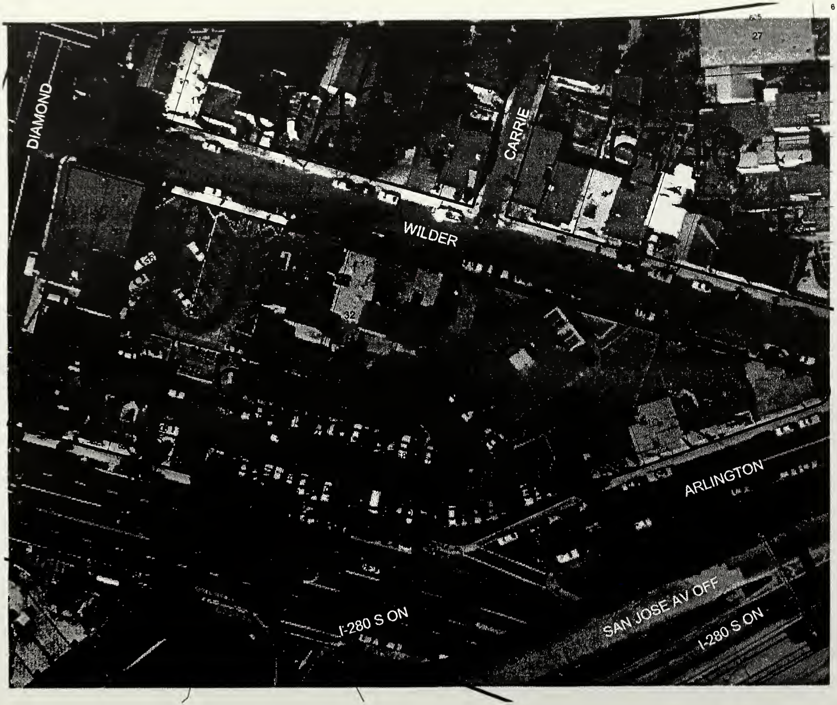
REVISED	'65
"	'66
"	'68
"	'72
"	'73



E
S
N
W
ARLINGTON
WILDER
BOSWORTH
DIAMOND
CITY
1
1A
1B
1C
2
66
B.A.R.T.D.
B.A.R.T.D.
LOT 53 B.A.R.T.D.
67
53
B.A.R.T.D.
68
70
B.A.R.T.D.
69
B.A.R.T.D.
42
B.A.R.T.D.
48
B.A.R.T.D.
57
46
44
60
33
32
31
30
CITY
29
28
27
26
25A
63
65

Option B

ASSESS(R'S BLOCK 6745 LOT 66


6
6.5
27
4
DIAMOND
CARRIE
WILDER
32
ARLINGTON
I-280 S ON
SAN JOSE AV OFF
I-280 S ON
20 0 20 40 Feet
N
W
E
S

Source: Department of Public Works, Copyright, 1996.

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GLEN PARK BRANCH OPTION # C

Address:	Diamond St. Condominium Acquisition Southwest corner of Wilder. Assessors Blk 6745 Lots 63, 25a,26, 27, 28 combined with City lot 29
Lot Size:	Approximately 17,500 sf (175 x 100)
Existing Zoning:	NC-2
Existing Improvements:	Vacant & City leased parking
Purchase Price:	To be determined.
Comments:	Owner plans a grocery store, possible preschool and upper floor residential

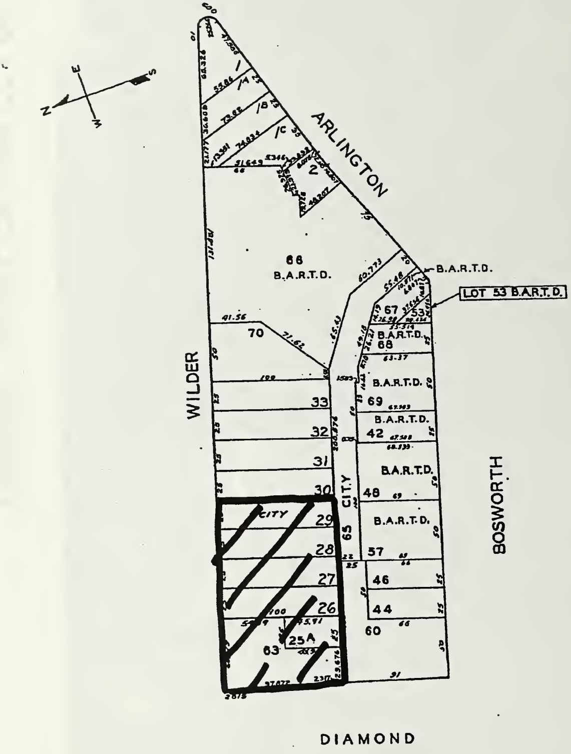
6745

MISSION & 30TH ST
EXT'N HD UNION
BLK 14
FAIRMOUNT EXT'N HD ASS'N
BLK 4

LOTS MERGED

Lot 23 Merged into 24 + St. '75
" 10/30-ptn. 21 " into Blk. 6744 '18
" 3/35 Merged into Lot 2 '33
PORTION LOT 71, MAG BLK. 6746 INTO LOT 2 BLK. 6745
LOT 23 MERGED INTO STREET '57

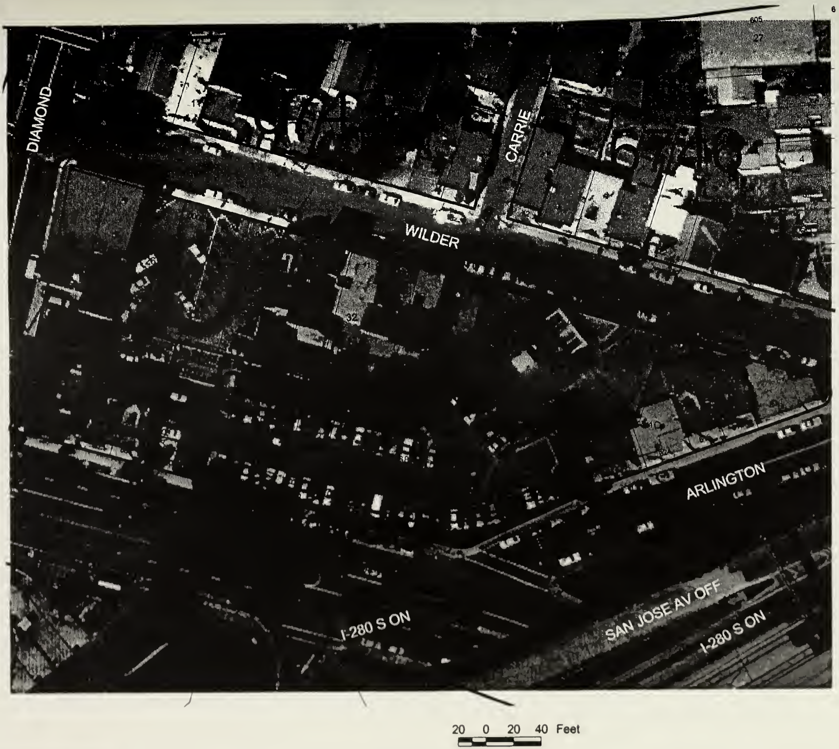
REVISED	'65
"	'66
"	'68
"	'72
"	'73



E
S
N
W
ARLINGTON
WILDER
BOSWORTH
DIAMOND
CITY
1
1A
1B
1C
2
66
B.A.R.T.D.
B.A.R.T.D.
LOT 53 B.A.R.T.D.
67
53
68
70
33
32
31
30
29
28
27
26
25A
63
65
69
42
48
57
46
44
60

Option C

ASSESSOR'S BLOCK 6745


605
27
6
4
32
DIAMOND
CARRIE
WILDER
ARLINGTON
SAN JOSE AV OFF
I-280 S ON
I-280 S ON
20 0 20 40 Feet

Source: Department of
Public Works,
Copyright, 1996.

76
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San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

DOCUMENTS DEPT.
SEP 19 2001
SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the special meeting of Thursday, June 28, 2001 (As approved amended August 7, 2001)
The San Francisco Public Library Commission held a special meeting on Thursday, June 28, 2001 in the Koret Auditorium, Main Library.

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Darian W. Swig
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

President Higueras called the meeting to order at 5:36 PM
The following members were noted present: Bautista, Coulter, Higueras, and Steiman

The Secretary reported Commissioners Streets and Swig excused attendance.

The Secretary reported that Commissioner Chin's arrival could be delayed.

AGENDA ITEM #1 BRANCH LIBRARY SITE SELECTION REPORT

City Librarian Susan Hildreth provided the Commissioners with a background summary of the branch library site search process to date. She then introduced Mr. Charlie Dunn of the Department of Real Estate, who gave a more detailed report on how the Library had first reviewed 7 or 8 potential branch library locations in each of the neighborhoods whose branch library was currently in rented facilities. Mr. Dunn noted that the community meetings held in these neighborhoods had provided important additional leads as well as called attention to potential sites that the Library had not considered. Mr. Dunn reported that based on preliminary reviews, the number of potential branch library locations being proposed for the Commission's preliminary consideration had been reduced to 2 or 3 locations in each of the neighborhoods. Mr. Dunn clarified that what he was requesting was that the Commissioners act to direct library staff and the Department of Real Estate to enter into discussions with the property owners of these potential branch library locations to further explore their availability for use by the Library. Mr. Dunn noted that he did not propose to present the Commissioners with a ranked list of recommendations but rather that he would gather data on economic and other factors that the Commissioners would need to weigh before making a choice. Mr. Dunn further observed that the Commission would have to request that the Board of Supervisors approve selection of the Library Commission's recommended choice for the new branch library location. Mr. Dunn outlined the basic criteria used in considering potential sites to be: a minimum of 7,000 sq. ft. of available space; a preference for a corner site; and location in a vacant space in a commercial rather than residential area. Mr. Dunn reported that the input from residents at the neighborhood community meetings on the proposed branch library locations had had a significant impact in reducing the numbers of potential locations from 7 or 8 to 3. At the suggestion of President Higueras, Mr. Dunn first presented the various proposed sites for the new Glen Park Branch Library.

The number of members of the public who spoke anonymously at this meeting. 1

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Site A was identified as the "Kelly" site located at 2820 Diamond Street and its rear lot. Mr. Dunn explained that this location was 12,943-sq. ft. currently occupied by two-story building. He noted that the building was not deemed historically significant and that the property was immediately adjacent to city owned open space that would allow options for various entryways into the proposed site. Mr. Dunn also reported that thus far he had had no contact with the owner and did not know if the property was available for purchase.

Site B was reported as the BART (Bay Area Rapid Transit) District parking area located on Bosworth Street. This location was identified as having 8,000 sq. ft of available space and it was noted that the Transit District was eager to cooperate in developing this location for a joint use facility.

Site C was described as the location of a former and proposed neighborhood serving grocery store located at Diamond and Wilder Streets. Mr. Dunn noted that what was proposed for this location was a condominium project with the new branch library located on the second floor of a multistory building which would house a grocery on its ground floor. Mr. Dunn noted that there would be 8 to 10,000 sq. ft. available to the Library at this location and as the development project was already underway this location offered an opportunity to fast track development of the branch library if this site were chosen.

Public comment on Agenda Item #1 BRANCH LIBRARY SITE SELECTION REPORT (Glen Park sites)

Mr. Greg Elsner, a 20 year Moffett Street resident, expressed happiness that a new branch library was being proposed and noted that more than 30 people had attended the neighborhood meeting considering the potential locations. Mr. Elsner reported that a voice vote at that meeting had favored selection of Site A, the "Kelly" site noting that its corner location made it very accessible to neighbors and to travelers on BART as well as to nearby schools. Mr. Elsner reported that the members of the Glen Park Association also supported selection of Site A. Mr. Elsner also remarked that Site C had potential, but expressed concern with the library's second floor location. Mr. David Prowler, representing the developers of Site C, expressed happiness at its inclusion among the list of preferred sites. Mr. Prowler noted that the developer of this property was a neighborhood resident who bought the property in order to preserve the neighborhood serving market as well as to meet other neighborhood needs such as expanded space for the branch library. Mr. Prowler called Site C's location as the "Times Square" of Glen Park and noted that while the idea of a mixed use development might take getting used to, the entire project provided a great opportunity and some challenges for the neighborhood. Mr. Prowler noted that the developer proposed that the branch library would have a strong street level as well as second story presence and expressed confidence that any challenges could be overcome to make this project a success. Ms. Miriam Moss, a former school teacher and 26 year Glen Park resident, voiced opposition to the selection of Site C, particularly calling attention to the problems inherent in locating the branch library on the second floor over a grocery store. Ms. Moss found that Site A was preferred and commented that locating the branch library on the second level in

a mixed use facility diminished its importance as an educational center in the community. Mr. Chris van Loben Sels, a resident of Wilder Street voiced strong opposition to selection of Site B. He noted that BART had demolished a significant portion of Wilder Street properties in order to build its station and that choice of Site B would impose further negative impacts on the residents of Wilder Street. Mr. van Loben Sels commented that development of the branch library on Site B would result in both privacy and security concerns for Wilder Street residents created by locating a multi-level facility on that site. Mr. Ed Regan noted that he was not a Glen Park resident but applauded the Library's efforts to purchase property for new branches. Mr. Regan recommended that such branches be located in business districts located on bus lines. Ms. Joanne Nordstrom, President of the Glen Park Merchants Association reported its unanimous support for the selection of Site B, the grocery development project, noting that this project was already under development and offered a great opportunity for getting the branch library going quickly. She further noted that this project offered an opportunity for a good architectural development in the busy heart of the neighborhood. Ms. Sybil Boutilier, a Glen Park resident, favored selection of Site A noting that the neighborhood wanted both a new grocery as well as a new branch library. Ms. Boutilier suggested that the Library should control its own facility and that a new branch located at Site A in the center of Glen Park Village would be close to BART, shopping, and schools. She found this to be the most beneficial location. Mr. Rube Warren, a Planner for the Bay Area Rapid Transit (BART) District, described the potential use of three different configurations for a facility located on Site B, the BART parking lot. Mr. Warren noted that it offered superior pedestrian access potential and suggested that the branch library could be built at grade level on Bosworth Street. Mr. Warren responded to some of the concerns raised by reporting that the BART District would conduct an architectural design charette for any proposed facility to suggest options to resolve the potential problems noted. Mr. Bruce Bammaker of the Glen Park Association and Glen Park Merchants Association suggested that Site C, the Diamond Super location offered the best option for enhancing the urban presence of the branch library in a central location. He further noted that the Branch Library was the only city facility in Glen Park and that it was therefore important to get this project moving. Mr. Bammaker also noted that Site C, the Diamond Super site, was the choice of the leadership of the community. Mr. Ed Rogan expressed disappointment at having missed the community meeting but noted that it was his sense that Site A, the "Kelly" site was the most attractive, calling it the cornerstone of the neighborhood. Mr. Rogan noted the importance of the Library controlling its own site and noted that the grocery store location was going to be developed in any event. Mr. Rogan found the BART site (Site B) unacceptably far from the center of the neighborhood favoring a "Main Street" location instead. Ms. Andrea O'Leary voiced her support for Site A noting that this neighborhood branch library had special needs and that locating at the "Kelly" site placed the branch library next to an open space area. She found this much preferable to what she termed the "industrial" character of the BART site (Site B) and problems posed

The number of members of the public who spoke anonymously at this meeting. 1

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by the grocery site (Site C). Mr. Michael Rice, Vice President of the Glen Park Association, noted that no site was ideal and that there were pluses and minuses to each. He identified Site A as the most favorable. Ms. Nora Dowley thanked Susan Hildreth City Librarian and Donna Corbeil, Library Chief of Branches for their efforts to involve the neighborhood fully in the process of replacing the branch library with a new facility. Mr. Peter Warfield, while noting he was not a Glen Park resident, observed that as a city resident that might wish to access the library in Glen Park he was concerned with its development. Mr. Warfield expressed displeasure that documents related to the site selection process were not available prior to the meeting, that he had wished to see what other sites had been considered, and that he felt that the entire process was closed. Mr. Warfield expressed the view that the Commission was being asked to rubber stamp recommendations without being made aware of other options. Mr. Warfield requested that information on a timetable for the development of the various branches be made available in order to provide more opportunities for members of the public to provide input.

Commission comment on Agenda Item #1 BRANCH LIBRARY SITE SELECTION REPORT (Glen Park sites)

Vice President Steiman, a Glen Park resident, discussed the many issues that had been discussed in the community meeting that had been held to gather neighborhood input into the site selection process. Commissioner Steiman observed that the new library needed to be a focal point of the neighborhood as were many of the Carnegie branch libraries the center of their neighborhoods. She expressed concerns with the 2nd floor location proposed for Site C as well as concerns that could arise during the projected long-term problems that could develop in a mixed use setting. Vice President Steiman indicated that she felt Site A, the "Kelly" site as the likely best location but noted that the owner may not wish to sell and use of the city's "eminent domain" power may not be possible when there are nearby alternative locations available. Vice President Steiman commented that she also had concerns with Site B, the BART site noting cost concerns as well as a dislike for a multistory garage that could be necessary if that site were chosen. Vice President Steiman expressed the wish that this site selection be very carefully considered with neither too much haste nor too long a delay in bringing a recommendation to the Commission. Commissioner Bautista expressed appreciation to the Glen Park neighbors who took part in this process and noted that she had visited the sites. She expressed her commitment to listen carefully to the input from the community in order understand the neighborhood's vision for their library and to give the community a sense of ownership of their new branch library. Commissioner Bautista commented that she found any of the three proposed sites acceptable, but wanted to give the wishes of the residents of Glen Park a major role in choosing which location was picked. Commissioner Coulter thanked the residents for their very active role in helping to choose the branch library's location. Commissioner Coulter asked Mr. Dunn to explain what would happen if the Commission was not satisfied with the recommendation for a site that resulted from the negotiations by library staff and the Department of Real Estate. Mr. Dunn responded with a very detailed discussion of the process which library staff and his

Department would undertake to insure that there would be a complete workup on each of the proposed sites outlining in detail the weight given to various factors which would underlay their recommendations. Mr. Dunn noted that consideration would be given to both the acquisition as well as development costs within the limitations included in the bond issue. He also noted that Library Bond Project Manager Marilyn Thompson and City Bureau of Architecture staff would be actively involved in reviewing these sites. Vice President Steiman noted that as Glen Park is a major transit hub consideration should be given to selecting a site with potential for future expansion suggesting that there could be a need for a larger neighborhood library in the future. Commissioner Chin welcomed the neighborhood residents' comments and inquired concerning what yardstick the Department of Real Estate used to determine what a reasonable cost for a branch library site might be. Commissioner Chin cautioned that the Library Commission had to be fair to every neighborhood in making funds available for the various branch libraries. Ms. Hildreth noted that the bond program did include predetermined budget amounts for the various projects. Mr. Dunn responded that the Department of Real Estate was required to pay fair market value for properties that it acquired and that each location would be professionally appraised and recommendations would be made based on amounts within the limits of funds available for these projects in the bond program. City Librarian Susan Hildreth noted that the original timeline for the various branch libraries could be revised as circumstances changed to warrant bringing some projects forward earlier than originally proposed.

MOTION: By Commissioner Bautista, seconded by Commissioner Coulter to authorize the Department of Real Estate to negotiate and enter into purchase agreements with the property owners of the proposed Glen Park Branch Library sites and bring its recommendations for the selection of a Glen Park site to the Library Commission for its consideration, review, and approval.

ACTION: Aye 5-0 (Bautista, Chin, Coulter, Higueras, and Steiman)

AGENDA ITEM #1 BRANCH LIBRARY SITE SELECTION REPORT (Visitacion Valley sites)

Mr. Dunn next described in extensive detail the similar process used by the Department of Real Estate to identify and evaluate seven or eight potential branch library sites in the Visitacion Valley neighborhood. Mr. Dunn noted that in this case as well the input by neighborhood residents at a community meeting concerning possible sites for the branch library was very useful, bringing to his Department's attention a location which had not been previously considered. Mr. Dunn noted that none of the three locations in the preliminary recommendations was perfect.

Mr. Dunn reported Site A as 75-83 Leland Avenue, a two parcel 11,764 sq. ft site in a mid-block currently occupied by a laundry. Mr. Dunn described the current layout as one building on three lots resulting in one parcel being landlocked and thus of lower value. He noted that selection of this property would require very creative design of the branch library

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because of the irregular shape of the property.

Mr. Dunn identified Site B as 201-231 Leland Avenue, a very large 16,000-sq. ft. location currently occupied by a neighborhood serving grocery store. He noted that it might be necessary to split this lot to recover some of the costs of its purchase, but also pointed out that this size would allow ample parking as well as opportunities for landscaping. A point against selection of Site B would be the loss of a neighborhood serving business.

Mr. Dunn then described Site C, 2500-2510 Bayshore Boulevard, an 8,000 sq. ft. property on a corner location currently occupied by an auto repair facility. Mr. Dunn noted concerns with this site as being the very busy traffic at Visitacion and Bayshore and the potential need to clean up toxic materials currently on the site.

Mr. Dunn reported to the Commissioners that so far none of the property owners had been contacted regarding purchase of these properties.

Public comment on Agenda Item #1 BRANCH LIBRARY SITE SELECTION REPORT (Visitacion Valley sites)

Mr. Marvin Seeman, a Visitacion Valley neighbor discussed the views expressed by neighborhood residents and library patrons at the neighborhood community meeting that took community comment on the potential branch library locations in Visitacion Valley, expressing a strong preference for the "Rutland" (Site B) site. Mr. Seeman noted that there were many negatives such as extensive traffic, the potential impact of the Third Street Light Rail Project, noise, and the great difficulty of access to the site for both drivers and pedestrians with the Bayshore auto repair shop site (Site C). Mr. Seeman noted that the "Rutland" site (Site B) better served the Visitacion Valley neighborhood, that in contrast to the Bayshore site the parking was good and that the grocery store location was closer to the majority of the neighborhood population. Mr. Seeman further noted that a bus line goes directly to the grocery location. He observed that the laundry site (Site A) offered little improvement over the existing location and that he strongly supported the "Rutland" site (Site B). Mr. Will Wagler commented that Visitacion Valley was undergoing an exciting renaissance, pointing to the recent creation of a public greenway stretching through the neighborhood and the community organizing which occurred concerning the proposed Home Depot. Mr. Wagler noted that the former Schlage Lock Co. site now offered opportunities for development of new town center. Mr. Wagler expressed a preference for a larger site for the branch library observing that a majority of residents found the Super Fair Market location the best potential site. Mr. Wagler noted that a major grocery could be developed on the Schlage Lock site lessening concerns about displacing an existing business. He pointed out the significant design limitations that proposed Site A would pose. Mr. Wagler recommended that the library develop the new branch as a "green" building so that the building would educate by example as much as the books it contained. An anonymous member of the public expressed regret at not offering comments concerning the Glen Park

The number of members of the public who spoke anonymously at this meeting. 1

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sites and pointed out that that in both these neighborhoods history had guided their development. This person commented that neighborhoods wanted strong services provided in a quiet intimate neighborhood setting. This individual commented on Commissioner Bautista's observation that the library should look to the neighborhood for its vision and noted that the neighbors were looking to the Library Commission to provide the leadership. The anonymous member of the public commended President Higueras' commitment that the Commission would take a very active role in making sure that the library is served by the locations that are chosen. Mr. Ed Regan noted that he was glad that the library was getting these properties, but expressed his belief that it does little good to build additional libraries without expanding library hours. Ms. Aggie Shapiro, a lifetime resident of Visitacion Valley, informed the Commissioners of how much the library meant to the neighborhood. She expressed the hope that it could be located near schools, across from a church, and readily accessible to public transit. Ms. Shapiro expressed strong support for the "Rutland/Leland" site (Site B) as offering the best opportunity to create a wonderful new neighborhood center, like South San Francisco's Grand Avenue. Ms. Sue Cauthen, member of the Council of Neighborhood Libraries and San Francisco Tomorrow's Library Task Force noted that the Visitacion Valley Branch Library and other small branches had the fewest hours and expressed the hope that in addition to new facilities consideration could be given to additional hours. Ms. Dede Puma, Visitacion Valley Branch Librarian urged the Commission to choose the largest possible site, noting the need for additional space to accommodate future growth. Ms. Puma recommended that the Leland Avenue Site (Site B) be strongly considered. Ms. Puma thanked the community for attending the meeting and offering their comments. Mr. Peter Warfield, while noting that he was not a Visitacion Valley resident, expressed concern with the lack of availability of information concerning all of the sites considered and expressed a preference that explanatory materials be available earlier. Mr. Warfield seconded comments that choosing sites with additional space available for future expansion, such as is available at the Richmond Branch, allowed for opportunities for future growth.

Commission comment on Agenda Item #1 BRANCH LIBRARY SITE SELECTION REPORT
(Visitacion Valley sites)
In response to a question by Vice President Steiman, Ms. Shapiro indicated that the Visitacion Valley neighbors clearly preferred the "Rutland" site (Site B). Vice President Steiman observed the resident's special insight into their needs should be given great consideration when making this choice and thanked the neighbors for their participation. President Higueras congratulated Mr. Dunn for this preliminary report and noted that the Commission looked forward to gathering more information and fully understanding the neighborhood's thoughts and insights on this matter. President Higueras noted that there were few "ideal" sites available, but that the point raised that the new libraries should not only provide excellent library services but also enhance the livability of the neighborhood's "Main Streets" would be a key element in the library's planning. President Higueras noted that the libraries figure prominently in addressing the livability of these neighborhoods. Commissioner Bautista called attention to the high population of children and young people in these neighborhoods and emphasized how important it would be that the most suitable locations be found for libraries to nurture education in these communities . She also expressed a preference that larger sites be chosen to facilitate future growth. Vice President Steiman expressed a concern that the actions of other city departments not limit the library's options to develop various sites. In response to questions by Commissioner Chin, Ms. Hildreth and Mr. Dunn indicated that the Grocery site (Site B) was strongly preferred over both of the other two sites unlike the case in Glen Park where all three sites had pros and cons. A neighborhood resident offered an explanation as to why there had not been any neighborhood interest in locating the library at the Schlage Lock site. Commissioner Chin commented on the importance of considering children's safety issues when reviewing these sites. At the request of President Higueras, the Secretary repeated the language of the previous motion concerning the Glen Park site. This provided President Higueras an opportunity to clarify the point that in Mr. Dunn's next report to the Commission on this matter in addition to the information concerning the acquisition costs of the parcels that the Commission wished Mr. Dunn to provide details of potential development costs as well. In response to questions by President Higueras, Mr. Dunn indicated that his next report on this matter might be available for Commission review by the end of August.

MOTION: By Commissioner Coulter, seconded by Commissioner Bautista to authorize the Department of Real Estate to negotiate and enter into purchase agreements with the property owners of the proposed Visitacion Valley Branch Library sites and bring the preferred alternative for the selection of a branch library site to the Library Commission for its consideration, review, and approval.

ACTION: Aye 5-0 (Bautista, Chin, Coulter, Higueras, and Steiman)

Please note: These are draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and andouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102.

Agenda Item #2 PUBLIC COMMENT

Mr. Peter Warfield noted the concerns raised about potential toxic substances on some of the sites and asked that Mr. Dunn report the specific steps to be taken to investigate clean up of these toxic substances and how this would figure into the suitability to build on these sites. Mr. Chris van Loben Sels of Glen Park noted that there was no discussion of a double tier garage at the Community meeting, that there was longstanding and significant

opposition to construction of a multi-tier garage in Glen Park, and that the cost of such a structure would significantly impact the differential costs of developing the BART site. Mr. Ed Regan recommended that all of the new facilities should have three stories. An anonymous member of the public commented that this person found a significant resonance in these discussions with a previous discussion of the relocation of the Glen Park Branch to a proposed large-scale development in the neighborhood that was opposed by the neighbors. This person noted that residents want developments to retain human scale to maintain the livability of the neighborhood rather than giant chain stores. The anonymous member of the public was pleased with the sensitivity that the Commission had shown to some of these issues and urged that all these developments be considered from an "on the street basis" and that it was a shame that a more programmatic look had not been taken when considering placements of these libraries, noting the lack of a library serving Diamond Heights patrons.

The number of members of the public who spoke anonymously at this meeting 1

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Agenda Item #3 - ADJOURNMENT

MOTION: by Commissioner Chin, seconded by Commissioner Bautista that the meeting be adjourned.

Public comment on Agenda Item #3 ADJOURNMENT

None offered

ACTION: AYE 5-0 (Bautista, Chin, Coulter, Higueras, and Steiman)

The meeting was adjourned at 7:30PM

Michael Housh, Commission Secretary 8/8/01

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Minutes of the special Commission Meeting of June 28, 2001

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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Appendix A

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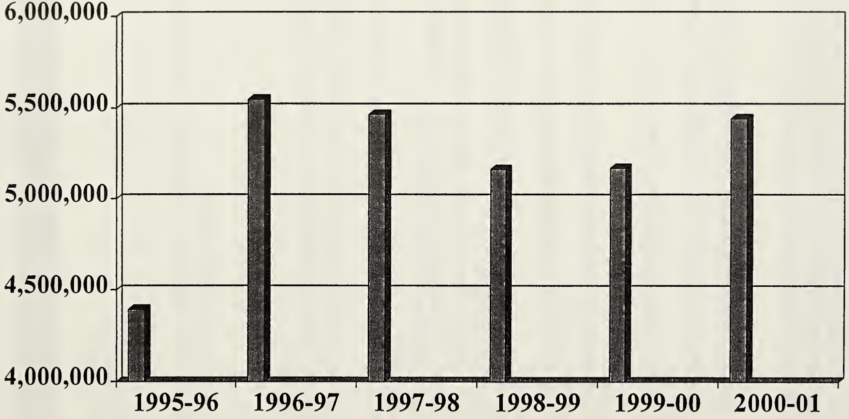
San Francisco Public Library Circulation 1995-2001



1995-96	1996-97	1997-98	1998-99	1999-00	2000-01
4,393,162	5,547,488	5,462,172	5,160,364	5,166,843	5,438,451

San Francisco Public Library Commission Policy Manual

Patron Conduct Policy Policy #201
Section: Library Services
Adopted: Dec '90
Revised

It is the policy of the San Francisco Public Library Commission that the following activities are PROHIBITED in the Library:

1. Smoking,
2. Sleeping;
3. Eating or drinking;
4. Disturbing or annoying another person by loud/or unreasonable noise
5. Obstructing, molesting, or interfere with any person's comfort or use of the library;
6. Fighting or challenging to fight, or using offensive words inherently likely to provoke violence;
7. Willfully or lewdly exposing one's private parts;
8. Ingesting alcohol or entering the library under the influence of intoxicating liquor in such condition that one is unable to exercise care for one's own safety or the safety of others;
9. Maliciously cutting, tearing, defacing, breaking, or injuring and book or library property;
10. Leaving children under the age of 6 unattended by a parent, guardian, or other authorized person;
11. Soliciting or engaging in any act of prostitution including lewd acts between persons;
12. Begging;
13. Peddling goods, wares, or merchandise, or any article, material or substance;
14. Bringing animals into the library, except guide dogs for the blind or deaf;

Persons who commit prohibited acts may be subject to arrest or excluded from the library.

All patrons must leave the library premises at closing time. Escorts, rides, etc are the sole responsibility of the patron or parent, guardian, or other authorized person. Patrons who need assistance to return home, such as minors or disabled adults, and who remain in the library after closing time, may be referred to the local police in order to insure their safety.

These rules have been formulated with the cooperation of the San Francisco City Attorney's Office.

7/31/01 - REVISED DRAFT FOR LIBRARY COMMISSION REVIEW AND CONSIDERATION DURING THE AUGUST 7, 2001 COMMISSION MEETING
Revisions to draft guidelines circulated and discussed at the July 3, 2001 Library Commission meeting are marked below. Please note: these guidelines may be subject to further revision.

DRAFT

GUIDELINES FOR LIBRARY USE

PURPOSE

The San Francisco Public Library ("Library") seeks to provide its users with a safe and pleasant library experience in an atmosphere conducive to study, reading and appropriate use of materials and services. So that all persons may enjoy the benefits of the Library, individuals visiting or using the Library's facilities or services ("users") must comply with the following Guidelines for Library use:

TO ENSURE THE SAFETY OF ALL USERS:

Children under the age of 8 must be accompanied at all times by a parent, guardian, or other responsible person.

The City Librarian may restrict adult use of Children's areas in order to ensure the adequate protection of the Library facilities and of persons and property therein.

~~Appropriate attire, including s~~Shirts and shoes or other footwear~~, is~~ are required.

Persons under the influence of alcohol or non-prescribed drugs are not allowed on Library property.

Smoking is not permitted inside Library facilities or within 10 feet of any door.

People, animals or property must not block aisles, doorways, stairways, elevators ~~and~~ or ramps. Large objects such as carts, bicycles and luggage may not be brought into Library facilities. Personal property must be within sight of the owner.

Weapons of any kind are prohibited on Library property.

Animals, other than service animals assisting persons with disabilities, are not permitted inside Library facilities or within 10 feet of any door.

Persons who remain at Library facilities after closing, and who need assistance to return home may be referred to the police in order to ensure their safety.

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Revisions to draft guidelines circulated and discussed at the July 3, 2001 Library Commission meeting are marked below. Please note: these guidelines may be subject to further revision.

Persons who violate these Guidelines may receive a warning from the Library staff and/or an opportunity to cease the violation or leave the Library. ~~Persons who~~Illegal activity, as well as any willful or repeated violations of -these~~fail to follow these~~ gGuidelines or other posted Library regulations (e.g. computer use rules) may result in~~be~~ removal~~ed~~ from the facility~~,~~ and/or ~~have their~~suspension of Library privileges ~~suspended,~~. ~~and/or be arrested.~~ In addition, where authorized by Federal, State or local law, violations of these Guidelines may also result in arrest.

Library users who wish to request a reasonable modification of these Guidelines because of a disability or health problem may contact Library staff or may call the Library's Access Service Manager at 415-557-4557.

STATE LAW PERMITS LIBRARY STAFF TO SEARCH PURSES, BAGS, PARCELS, BRIEFCASES AND OTHER PACKAGES~~ETC~~. –IN ORDER TO PREVENT THE THEFT OF BOOKS AND LIBRARY MATERIALS, STATE LAW AUTHORIZES THE DETENTION FOR A REASONABLE PERIOD OF ANY PERSON USING THESE FACILITIES SUSPECTED OF COMMITTING "LIBRARY THEFT." (CALIFORNIA PENAL CODE SECTION 490.5)

X-Originating-IP: [12.81.66.133]
From: "Carol High" [redacted]
To: mhoush@sfpl.lib.ca.us
Cc: shildreth@sfpl.lib.ca.us, dcorbeil@sfpl.lib.ca.us
Bcc:
Subject: Portola branch library
Date: Fri, 03 Aug 2001 08:56:13 -0700
X-OriginalArrivalTime: 03 Aug 2001 15:56:14.0033 (UTC) FILETIME=[D29AEC10:01C11C34]

Michael,

Just want to pass along some feedback about the search for a permanent site for the Portola branch library, especially since I cannot attend the August 7th meeting. First of all, I want you to know that I have lived in the Portola area for over 10 ye ars and am a frequent visitor to the library, along with my 7-year-old daughter. I feel that we have a wonderful staff at Portola, they are always helpful, have interesting programs and seem to want to contribute to the community.

That said, I have thought long and hard about the best permanent location for the Portola branch and, like Roz Chang, I feel that each choice has pluses and minuses and here is why.

--The current location has visibility, but it can be scary just making it to their front door. The parking at the north end of San Bruno Avenue is very difficult and with cars coming off/going onto the freeway, the location is dangerous.

--I do like the idea of a shared space with the Boys and Girls Club, but it would only work with 100% commitment on both sides and an absolute desire to make it work. Hopefully, it would also bring more neighborhood kids into the Club, wh ich is not currently the case. This location is also very close to the local middle school.

--The commercial spaces to the south, closer to Bacon street, would be fine, as long as you DO NOT TOUCH the Lido Bakery. (Your flyer mistakenly includes the Lido Bakery space at 2684 San Bruno Avenue). I believe this includes a coffee shop, a hair salon and Round Table Pizza. One reason I do not like this location is that if we lose the coffee shop, we would be left with only one breakfast coffee shop on the avenue. Finally, this location would be preferable ONLY IF it would give the Portola library greater square footage than the Boys/Girls Club idea.

In summary, the most important factors to me are safety and maximum square footage. Please forward this e-mail along to the library commissioners in advance of the August 7th meeting. Thank you for your assistance.

Carol High

Get your FREE download of MSN Explorer at http://explorer.msn.com

Subject: Help Select Your New Library Site
Date: Thu, 19 Jul 2001 15:27:23 -0700
X-MS-Has-Attach:
X-MS-TNEF-Correlator:
X-MIMEOLE: Produced By Microsoft Exchange V6.0.4417.0
Thread-Topic: Help Select Your New Library Site
Thread-Index: AcEQolMnST6M+3xYEdWHBQDgKW5iQw==
From: "Kutler, Roz" <kutler@plsinfo.org>
To: <dcorbeil@sfpl.org>

Thursday, July 19, 2001

Dear President Charles A. Higueras, Vice President Carol Steiman and Commissioners Helen Marte Bautista, Lonnie K. Chin, Steven A. Coulter, A.I.A., Fran A. Streets, Darian W. Swig:

I learned about the upcoming July 25th meeting to prioritize potential sites for new branch libraries at the San Francisco Organizing Project Portola neighborhood meeting last night. As I am unable to attend the meeting, and as I care about this matter deeply, I hope that you will consider this letter along with other feedback from Portola neighborhood residents.

As a resident of the Portola (and a public librarian), I would like to voice my strong opinion that the Boys & Girls Club would be a very poor choice for the Portola Branch Library location. I have experience rotating to staff a branch library located right next to an elementary school, and there are endless problems with loitering and parents treating the library as a daycare center for young children. I do not feel that older adults (the other largest group of library users in my community) would feel welcome using the library at that location adjoining the Boys and Girls Club.

I would support either of the other locations (the existing site or the commercial properties at 2662 □ 2684 San Bruno Avenue). I think it preferable to purchase a property (rather than lease one) if that is an option.

Thank you for your attention to this letter, and for your careful consideration of this matter. I look forward to hearing your response.

Sincerely,

Rosalind M. Kutler, MLIS
Portola Resident
561 Brussels Street
San Francisco, CA 94134
415/656-1999

Rosalind M. Kutler, Reference Librarian Redwood City Public Library
Information Services 1044 Middlefield Road
Redwood City, CA 94063-1815
Phone: 650/780-7059
Fax: 650/780-7069
Email: kutler@plsinfo.org
http://www.redwoodcity.org/library/rcpl.html

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Rosalind M. Kutler, Reference Librarian Redwood City Public Library
Information Services 1044 Middlefield Road
Redwood City, CA 94063-1815
Phone: 650/780-7059
Fax: 650/780-7069
Email: kutler@plsinfo.org
http://www.redwoodcity.org/library/rcpl.html

SAN FRANCISO LIBRARY COMMISSION

August 7, 2001

POTENTIAL NEW BRANCH LIBRARY SITES
For
PORTOLA AND INGLESIDE

Prepared by:

Charles Dunn
Principal Real Property Officer
Real Estate Division

Jorge Alfaro
Project Architect
Bureau of Architecture

City and County of San Francisco

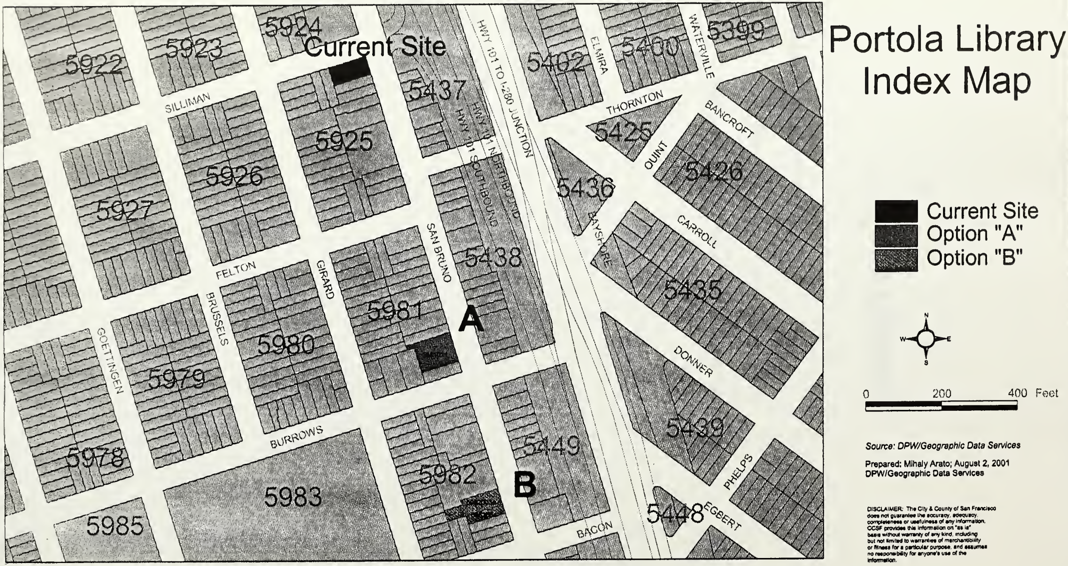
PORTOLA BRANCH

Potential Acquisition sites are located at:

A. 2574 San Bruno Ave. (Boys & Girls Club)

B. 2660 - 2670 San Bruno Ave. (Round Table)

Portola Library Index Map


Current Site
5922
5923
5924
5925
5926
5927
5437
5438
5402
5400
5399
5425
5426
5436
5435
5439
5448
5449
5978
5979
5980
5981
5982
5983
5985
A
B
SILLIMAN
FELTON
BRUSSELS
GOETTINGEN
GIRARD
SAN BRUNO
BURROWS
HWY 101 TO I-280 JUNCTION
HWY 101 NORTHBOUND
HWY 101 SOUTHBOUND
ELMIRA
WATERVILLE
THORNTON
BANCROFT
QUINT
BAYSHORE
CARROLL
DONNER
PHELPS
EGBERT
BACON
■ Current Site
▨ Option "A"
▨ Option "B"
N
W
E
S
0
200
400
Feet

Source: DPW/Geographic Data Services

Prepared: Mihaly Arato; August 2, 2001
DPW/Geographic Data Services

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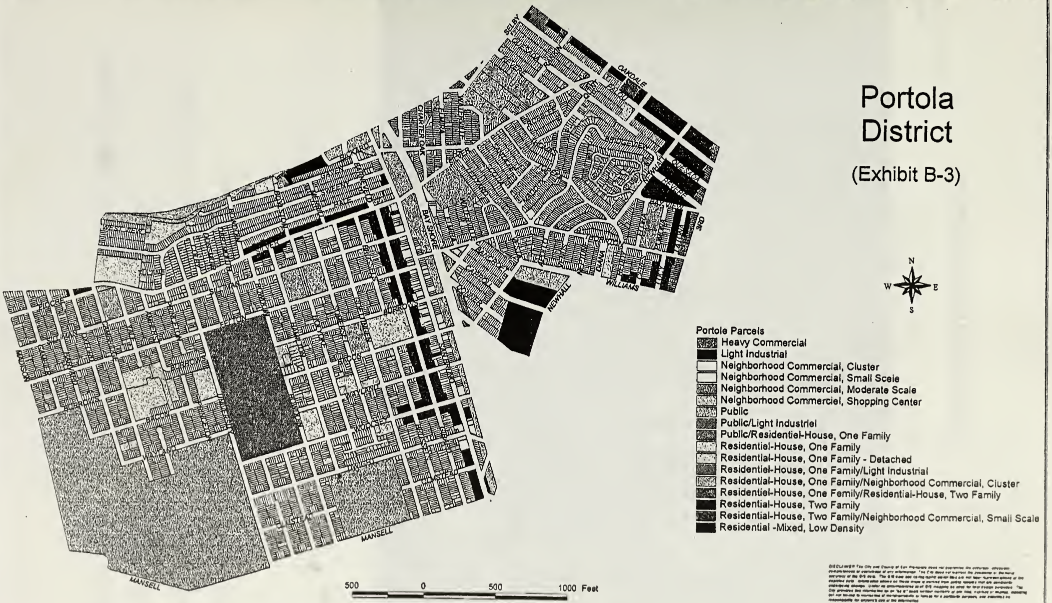
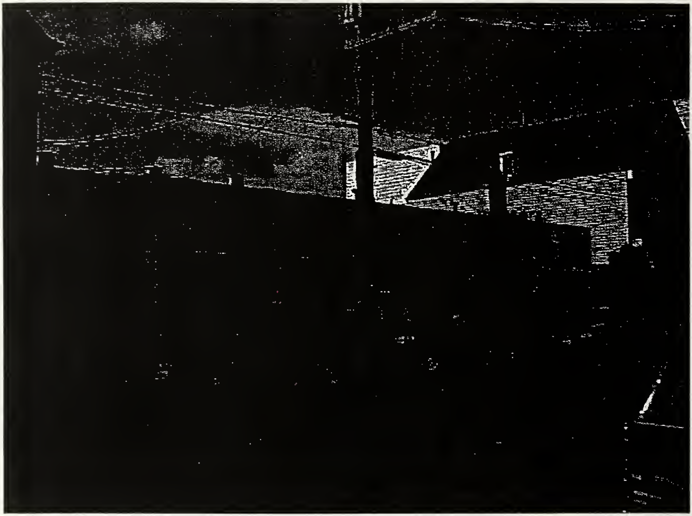
Portola District

(Exhibit B-3)


N
W
E
S
Portole Parcels
Heavy Commercial
Light Industrial
Neighborhood Commercial, Cluster
Neighborhood Commercial, Small Scele
Neighborhood Commercial, Moderate Scale
Neighborhood Commerciel, Shopping Center
Public
Public/Light Industriel
Public/Residentiel-House, One Family
Residentiel-House, One Family
Residential-House, One Family - Detached
Residentiel-House, One Family/Light Industrial
Residential-House, One Family/Neighborhood Commercial, Cluster
Residentiel-House, One Femily/Residential-House, Two Family
Residential-House, Two Family
Residential-House, Two Family/Neighborhood Commercial, Small Scale
Residential -Mixed, Low Density
500
0
500
1000 Feet
SELBY
OAKDALE
CHARTER OAK
BAY SHORE
BURROWS
NEWHALL
WILLIAMS
DIANA
3RD
MANSELL
MANSELL
MADISON

PORTOLA BRANCH OPTION #A .



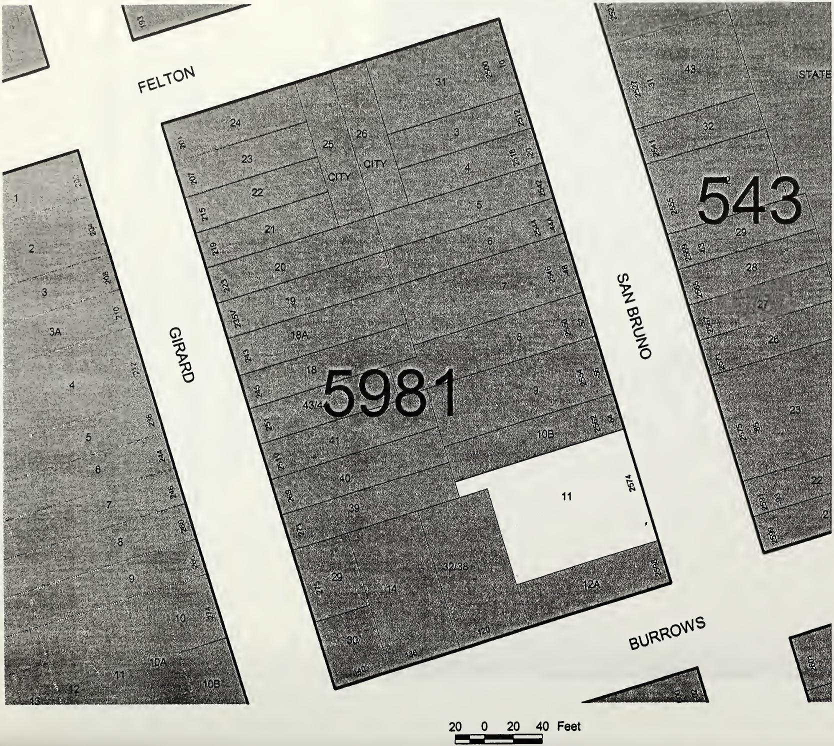
Address:	2574 San Bruno Ave. Between Felton and Burrows Sts. Assessors Blk 5981 Lot 11
Lot Size:	8120 sf (79 x 100 irregular)
Existing Zoning:	NC-2 Small Neighborhood Commercial
Existing Improvements:	Single Story, built 1949
Existing Occupants:	The Boys and Girls Club of San Francisco

2574 San Bruno Ave

Comments:

The Boys and Girls Club would be willing to consider a sale leaseback, joint venture or other creatively structured transaction which would allow for the library to occupy the ground floor, or the ground and one-half of the second floor, and the Boys and Girls Club to occupy the second floor or remainder of the second floor and the third floor. One possible transaction structure would have the City won and build the building and the Boys and Girls Club lease their space for, say, 10 years. The Boys and Girls club is moving away from the "gym and swim" approach and would reportedly be using the property for compatible and cooperative uses. Attached is an Architect's schematic of how a Library and Boys and Girls Club might layout.

2574 San Bruno Ave.


FELTON
GIRARD
SAN BRUNO
BURROWS
STATE
5981
543
31
3
4
5
6
7
8
9
10B
11
2574
12A
2598
120
32/38
14
136
140
30
29
275
271
39
269
40
251V
41
251
43/4
245
18
243
18A
235V
19
223
20
219
21
215
22
207
23
201
24
25
26
CITY
CITY
2500
10
2512
2518
20
2542
2544
44A
2546
48
2550
52
2554
56
2562
64
43
32
29
28
27
26
23
22
2
2527
2541
2555
2569
2585
2567
2571
2575
2591
2599
193
1
2
3
3A
4
5
6
7
8
9
10
10A
10B
11
12
13
202
204
208
210
212
236
244
246
260
266
274
20
0
20
40
Feet

N
W
E
S

Source: Department of
Public Works,
Copyright, 1996.

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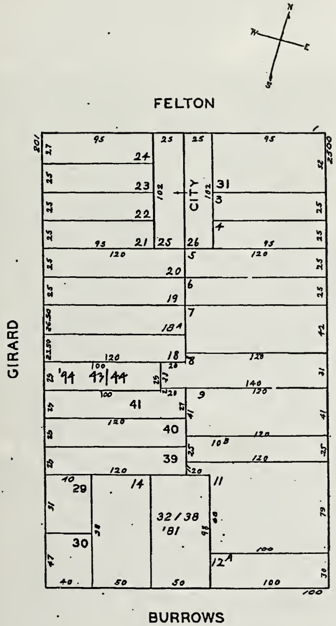
5981 55

LOTS MERGED
10&10A into lot 9, 1938.
&12 " " 11, 1952.
32/38 181

UNIV. MOUND TR SURV BLK 3
REVISED '58
REVISED '59
" '63
" '81
" '91
" '92
" '94


N
W
E
S
FELTON
GIRARD
SAN BRUNO AVE.
CITY
BURROWS
95
25
25
95
201
2300
24
23
22
21
25
26
31
3
4
5
6
7
8
9
20
19
18A
18
'94 43|44
41
40
39
29
30
14
32/38 '81
11
12A
120
100
140
108
27
32
42
31
41
79
70
40
50
100

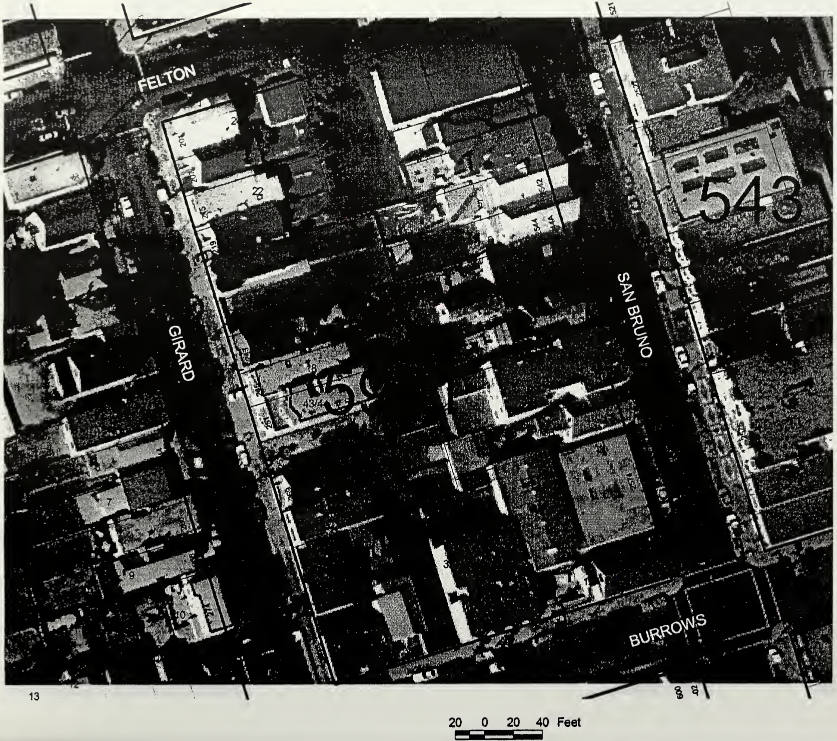
120 BURROWS ST.
A CONDOMINIUM

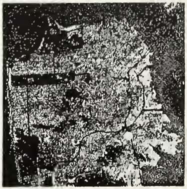
LOT NO.	UNIT NO.	% COMMON AREA
32	1-A	23.68
33	101	14.46
34	102	12.30
35	103	11.40
36	201	14.46
37	202	12.30
38	203	11.40

251 GIRARD ST.
A CONDOMINIUM

LOT	UNIT	% COMM. AREA
43	101	63.07
44	201	36.93

2574 San Bruno Ave.


FELTON
GIRARD
SAN BRUNO
BURROWS
543
521
600
02
2574
43/44
20 0 20 40 Feet



N
W E
S

Source: Department of Public Works, Copyright, 1996.

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PORTOLA BRANCH OPTION #B.

San Bruno Hair Salon
SMART PRINTING

Address: 2660 – 2670 San Bruno Ave.

PORTOLA BRANCH OPTION #B (Continued).

2660 – 2670 San Bruno Ave.

Between Burrows St. & Bacon St.
Assessor's Blk 5982, lots 3a, 4

Lot Size: Approx. 8,175 sf (67 x 100 irregular)

Existing Zoning: NC-2 Small Neighborhood Commercial

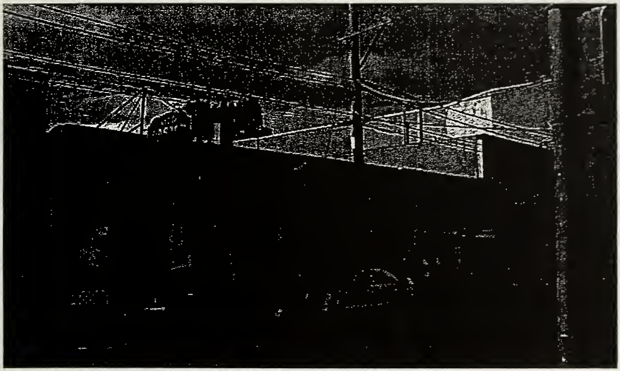
Existing Improvements: Single Story Commercial, built 1928,

Two story Commercial built 1946

Existing Occupants: Smart Printing
San Bruno Hair Salon

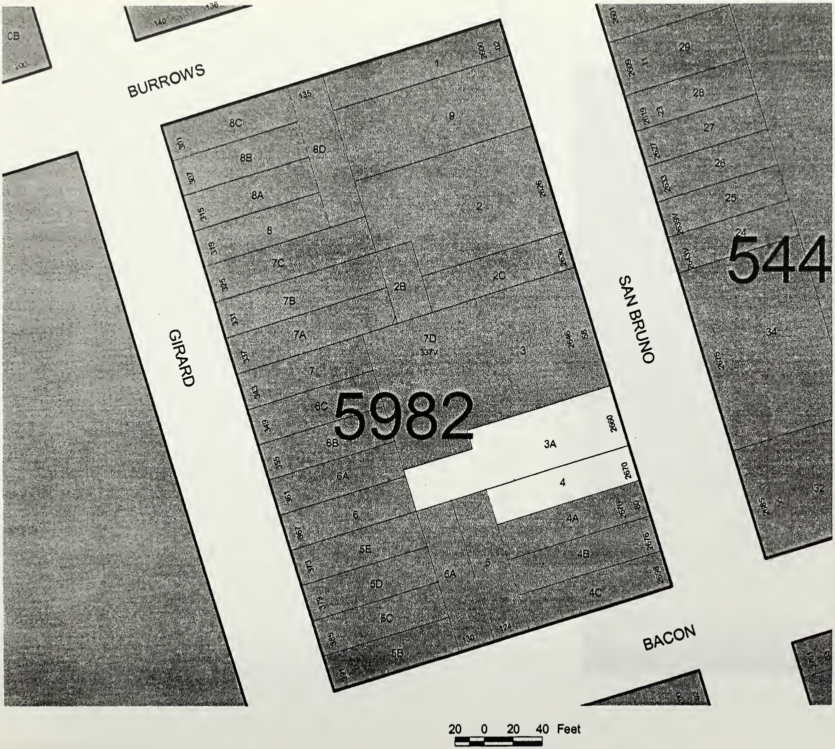
Round Table Pizza
S R Martin College Preparatory School

Comments: Located 1 block east of Dr. Martin Luther King Jr. Middle School.



View of all 3 adjacent retail buildings

2660 - 26. 0 San Bruno Ave.


BURROWS
GIRARD
SAN BRUNO
BACON
5982
544
OB
140
136
135
1
2600
02
9
8C
301
8B
307
8D
8A
315
8
319
2
2626
7C
325
2B
2C
2636
7B
331
7A
337
7D
337V
3
2646
58
7
343
6C
349
6B
355
3A
2660
4
2670
6A
361
6
367
4A
2676
80
5E
373
5D
379
6A
5
4B
2676
2698
4C
5C
385
5B
391
130
124
2601
29
2609
11
28
2619
23
27
2627
26
2633
25
2639V
24
2643V
34
2675
32
2695
2701
20 0 20 40 Feet

Source: Department of
Public Works,
Copyright, 1996.

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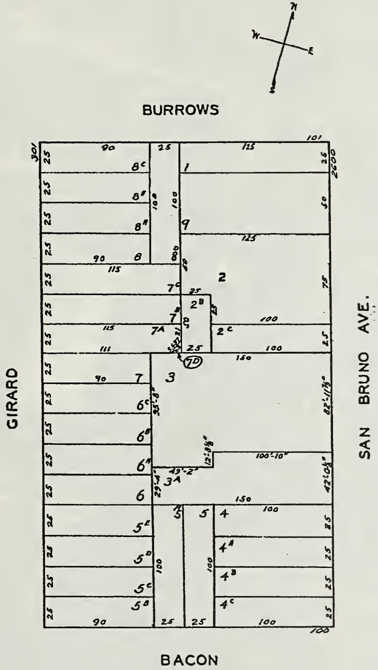
LOTS MERGED

LOT 9A INTO LOTS 1A, & 9 - 1941
" 1A & 2A " " 2 - 1955
LOT 6 FROM PRIVATE INTO U.S.A. - 1989

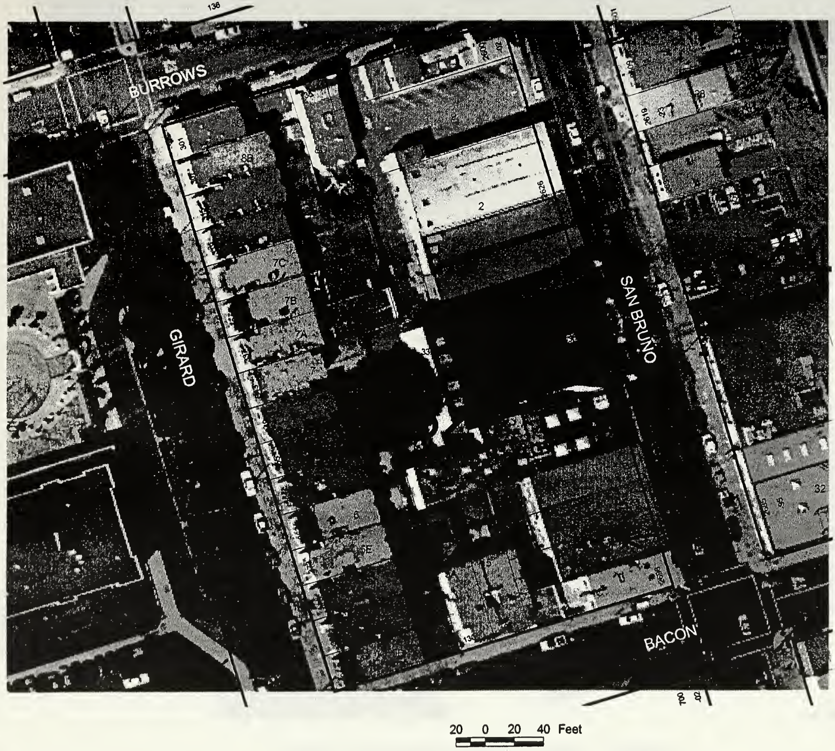
5982

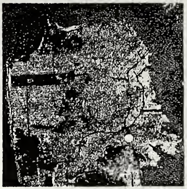
UNIV MD TRACT SUR
BLK 4

REVISED 1989


N
W
E
S
BURROWS
GIRARD
SAN BRUNO AVE.
BACON
301
101
2600
100
8C
8B
8A
8
7C
7B
7
7A
7D
7
6C
6B
6A
6
5E
5D
5C
5B
5
5
1
9
2
2B
2C
3
3A
4
4A
4B
4C
90
25
125
115
111
100
150
26
50
75
82'-11½"
100'-10"
42'-0½"
12'-8½"
49'-2"
29'-4"
93'-8"

2600 - 26[illegible] San Bruno Ave.


136
BURROWS
301
2600
02
609
2619
23
2
2626
7C
7B
7A
33
GIRARD
SAN BRUNO
6
E
32
130
BACON
700
02
20 0 20 40 Feet
N
W
E
S



Source: Department of Public Works, Copyright, 1996.

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INGLESIDE BRANCH

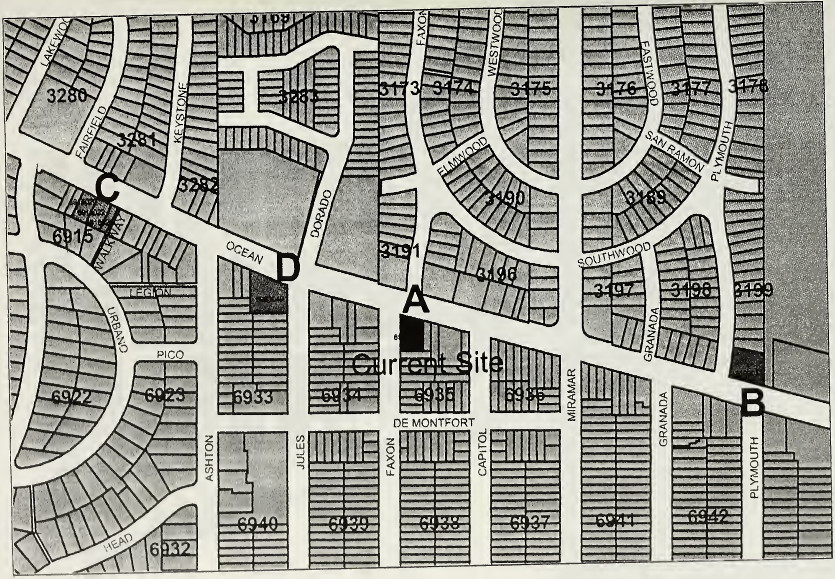
Potential acquisition sites are:

A. 1649 Ocean Ave. (Existing leased Library location)

B. 1250 Ocean Ave. (Sunset Auto)

C. 1945 –1957 Ocean Ave (Ramallah Hall)

D. 1801- 1815 Ocean Ave. (Church/ Red Roof)


3280
LAKEWOOD
FAIRFIELD
3281
KEYSTONE
3282
3283
3169
C
6915
WALKWAY
OCEAN
D
DORADO
LEGION
URBANO
PICO
6922
6923
6932
HEAD
ASHTON
6933
6940
JULES
6934
6939
FAXON
3173
3174
3191
A
Current Site
6936
DE MONTFORT
6938
WESTWOOD
ELMWOOD
3175
3190
3196
CAPITOL
6935
6937
MIRAMAR
6941
3176
EASTWOOD
3177
SAN RAMON
3189
SOUTHWOOD
3197
GRANADA
3198
6942
PLYMOUTH
3178
3199
B

Ingleside Library Index Map

■ Current Site Option "A"

▨ Option "B"

▨ Option "C"

▨ Option "D"

0 100 200 300 400 Feet

Source: DPW/Geographic Data Services

Prepared: Mihaly Arato; August 1, 2001
DPW/Geographic Data Services

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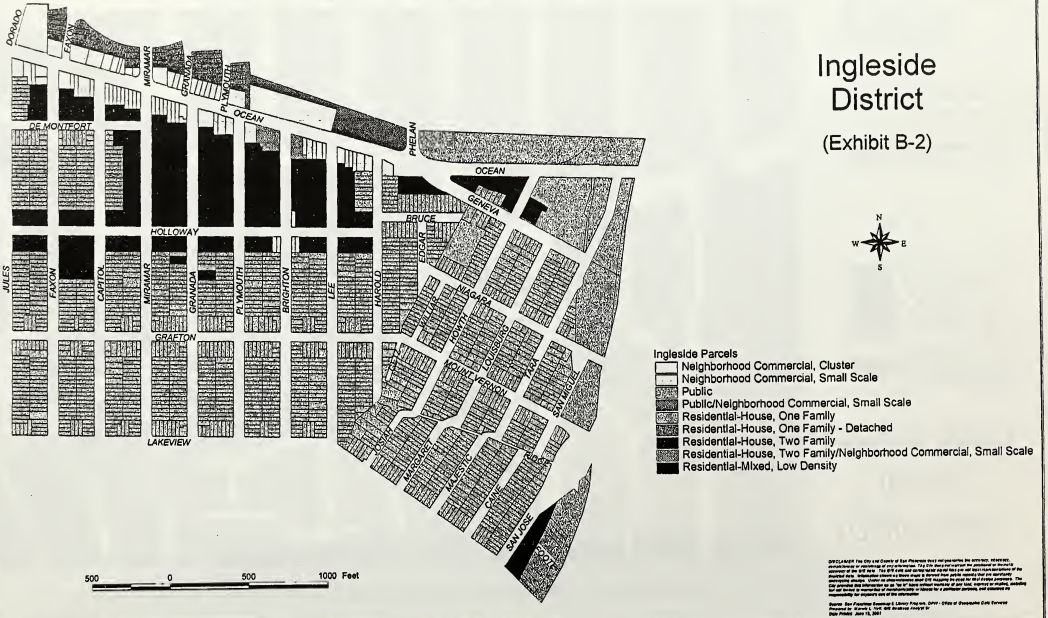
Ingleside District

(Exhibit B-2)


DORADO
FAXON
MIRAMAR
GRANADA
PLYMOUTH
OCEAN
PHELAN
DE MONTFORT
OCEAN
GENEVA
BRUCE
EDGAR
HOLLOWAY
JULES
FAXON
CAPITOL
MIRAMAR
GRANADA
PLYMOUTH
BRIGHTON
LEE
HAROLD
WILLIAR
HOWTH
NIAGARA
LOUISBURG
TARA
SAN MIGUEL
MOUNT VERNON
GRAFTON
LAKEVIEW
JOSIAH
MARGARET
MAJESTIC
CAINE
RIDGE
SAN JOSE
COTTER
N
W
E
S
500
0
500
1000 Feet
Ingleside Parcels
Neighborhood Commercial, Cluster
Neighborhood Commercial, Small Scale
Public
Public/Neighborhood Commercial, Small Scale
Residential-House, One Family
Residential-House, One Family - Detached
Residential-House, Two Family
Residential-House, Two Family/Neighborhood Commercial, Small Scale
Residential-Mixed, Low Density

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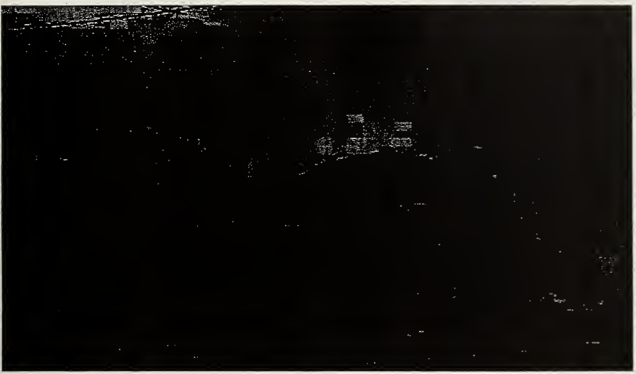
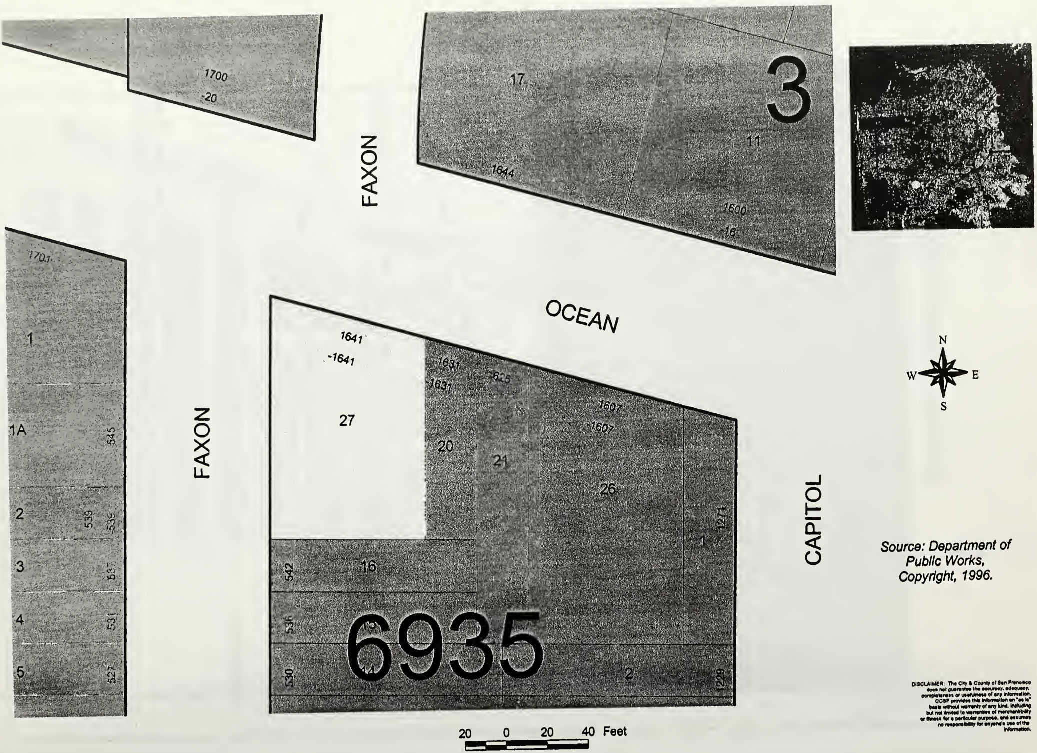
Source: San Francisco Basemap & Library Program, DPW - Office of Geographic Data Services
Prepared by: Marvin L. Hull, GIS Database Analyst IV
Date Printed: June 15, 2001

INGLESIDE BRANCH OPTION #A



Address:	1637-1649 Ocean Ave Southeast corner of Faxon Ave.. Assessors Blk 6935 Lot 27
Lot Size:	Approximately 7,865 sf (75 x 94.75 irregular)
Existing Zoning:	NC-2
Existing Improvements:	Existing Library Leased Location For Lease ATM
Comments:	Potentially Architecturally Significant Substantial costs to lease another temp library site during construction/renovation, if required.

1649 Ocean Ave.


1700
-20
FAXON
17
3
11
1644
1600
-16
1701
1
1A
545
2
535
539
3
537
4
531
5
527
FAXON
OCEAN
1641
-1641
27
1631
-1631
1625
20
21
1607
-1607
26
1271
1
16
542
536
530
6935
2
1229
CAPITOL
N
W
E
S
20
0
20
40
Feet

Source: Department of Public Works, Copyright, 1996.

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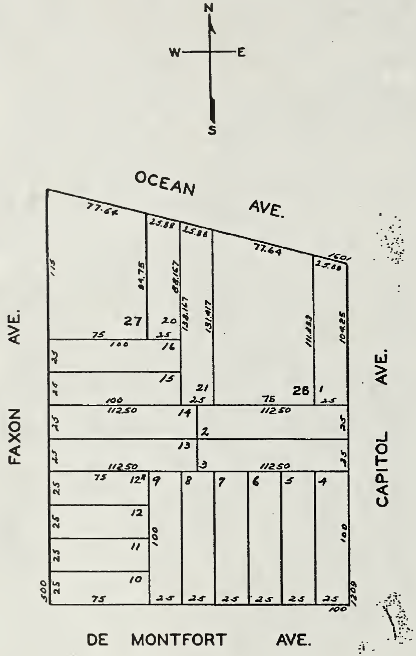
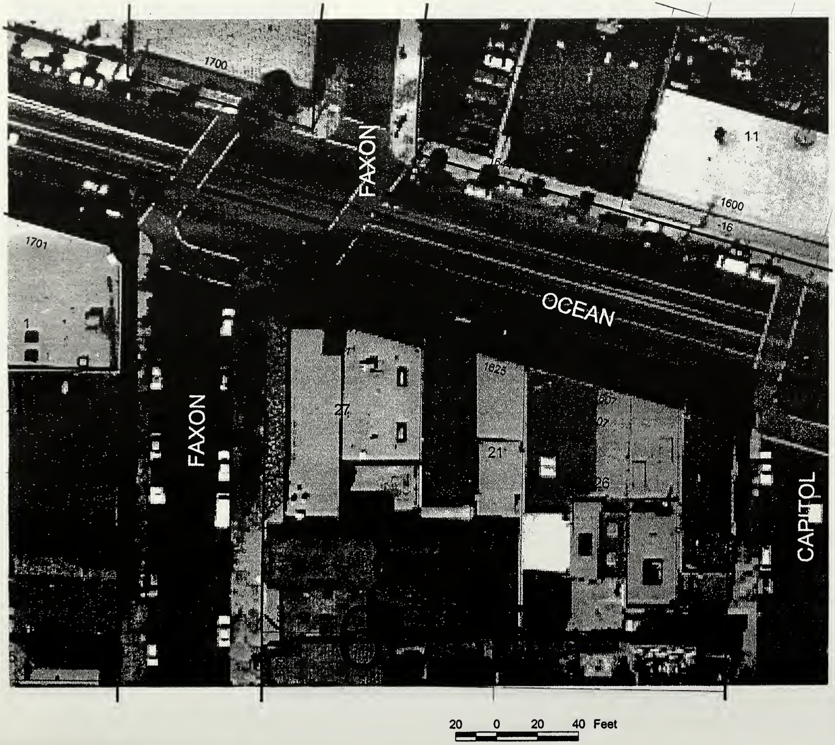
6935

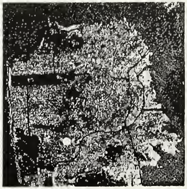
LAKEVIEW
BLK 17

REVISED '57
" '70


N
W
E
S
OCEAN AVE.
FAXON AVE.
CAPITOL AVE.
DE MONTFORT AVE.
27
28
1
2
3
4
5
6
7
8
9
10
11
12
12R
13
14
15
16
20
21
77.64
25.88
25.88
77.64
1601
25.88
115
84.75
88.167
138.167
131.417
111.283
104.25
75
25
100
112.50
500
1309

1649 Ocean Ave.


1700
FAXON
11
1600
16
1701
1
OCEAN
1825
27
21
07
26
FAXON
CAPITOL
20 0 20 40 Feet



Source: Department of
Public Works,
Copyright, 1996.

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completeness or usefulness of any information.
CCSF provides this information on "as is"
basis without warranty of any kind, including
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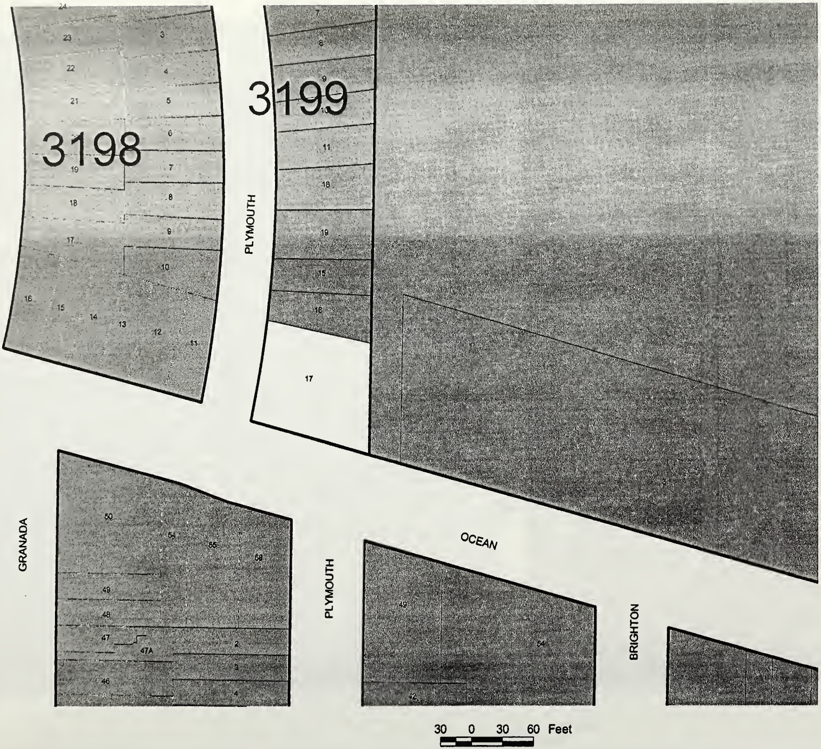
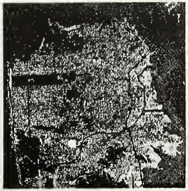
or fitness for a particular purpose, and assumes
no responsibility for anyone's use of the
information.

INGLESIDE BRANCH OPTION #B

Address:	1250 Ocean Ave Northeast corner of Plymouth Ave. Assessors Blk 3199, Lot 17
Lot Size:	Approximately 11,120 sf (115 x 100 irregular)
Existing Zoning:	NC-2
Existing Improvements:	Auto Repair Garage, Built 1948
Existing Occupants:	Sunset Auto
Comments:	Requires toxics investigation

1250 Ocean Ave.


3198
3199
PLYMOUTH
GRANADA
PLYMOUTH
OCEAN
BRIGHTON
24
23
22
21
19
18
17
16
15
14
13
12
11
10
9
8
7
6
5
4
3
7
8
9
10
11
18
19
15
16
17
3
50
54
55
68
49
48
47
47A
46
2
3
4
49
54
42
N
W
E
S
30
0
30
60
Feet



Source: Department of Public Works, Copyright, 1996.

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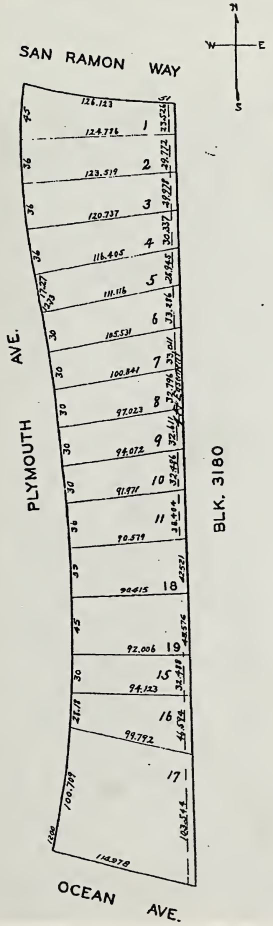
3199

WESTWOOD PARK

REVISED '63

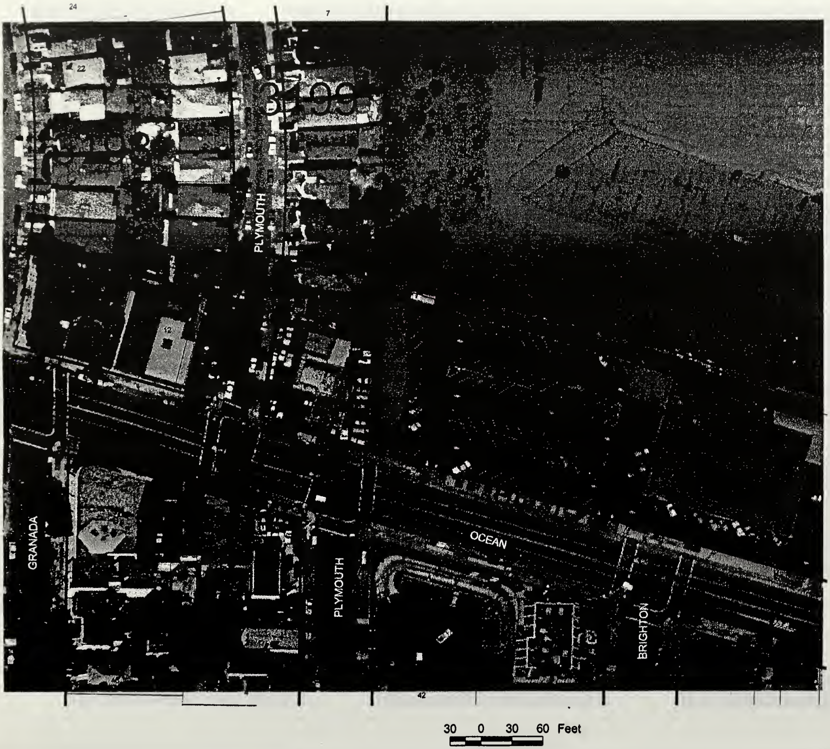
LOTS MERGED

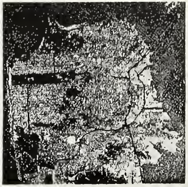
LOTS	INTO LOTS	19_
18/19	17	"49"



N
W
E
S
SAN RAMON WAY
PLYMOUTH AVE.
BLK. 3180
OCEAN AVE.
1
2
3
4
5
6
7
8
9
10
11
18
19
15
16
17
126.123
124.786
123.519
120.737
116.405
111.116
105.531
100.841
97.023
94.072
91.971
90.579
90.415
92.006
94.123
99.792
114.978
100.709
1200
45
36
36
36
17.27
12.73
30
30
30
30
30
36
39
45
30
25.18
23.526
51
29.772
29.928
30.337
28.945
33.286
33.011
32.796
32.611
32.486
38.404
42.521
48.576
32.488
46.574
103.544

1250 Ocean Ave.


24
7
3199
22
5
12
PLYMOUTH
GRANADA
OCEAN
PLYMOUTH
BRIGHTON
42
30 0 30 60 Feet



Source: Department of Public Works, Copyright, 1996.

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INGLESIDE BRANCH OPTION C

Address: 1945 –1957 Ocean Ave

INGLESIDE BRANCH OPTION C (Continued)

1945 –1957 Ocean Ave

Address: 1945 –1957 Ocean Ave
Victoria & Ashton Ave..
Assessors Blk 6915 Lot 20,22,24

Lot Size: Approximately 10,980 sf (122 x 90 irregular)

Existing Zoning: NC-2

Existing Improvements: Single story commercial

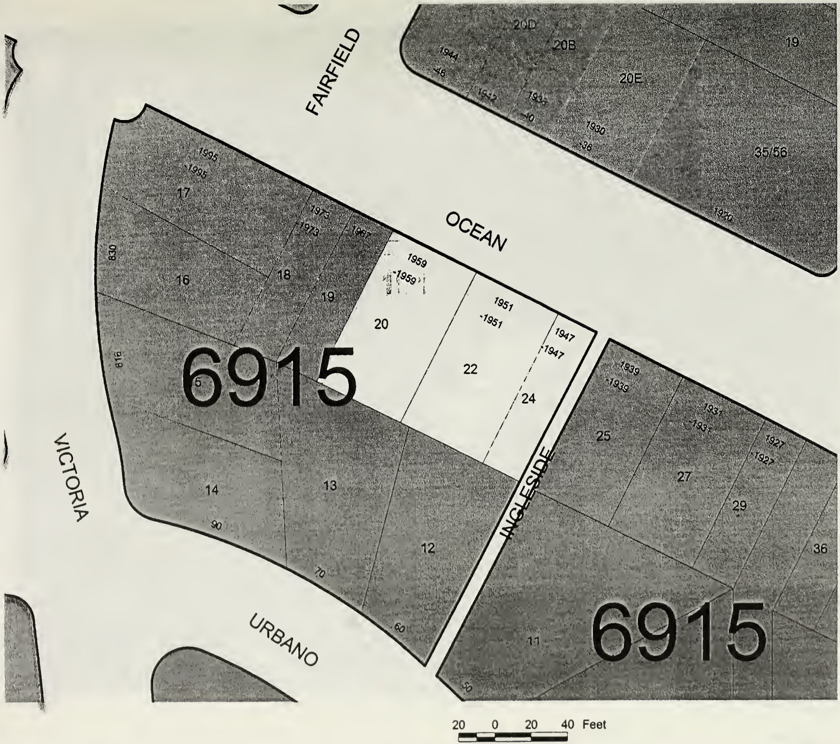
Existing Occupants: Travel agency
Marine recruit office
Vacant?-Former New Age Electronics

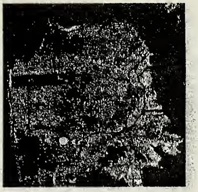
Ramallah Hall

Furniture Restoration

Comments:

1945 - 19[illegible] Ocean Ave.


FAIRFIELD
OCEAN
VICTORIA
URBANO
INGLESIDE
6915
6915
20D
20B
20E
19
35/56
1944
46
1942
1938
40
1930
36
1920
1995
1995
17
16
830
816
5
1973
1973
1967
18
19
1959
1959
20
1951
1951
22
1947
1947
24
14
13
12
90
70
60
1939
1939
25
1931
1931
27
1927
1927
29
36
11
50
20
0
20
40
Feet



N
W E
S

Source: Department of
Public Works,
Copyright, 1996.

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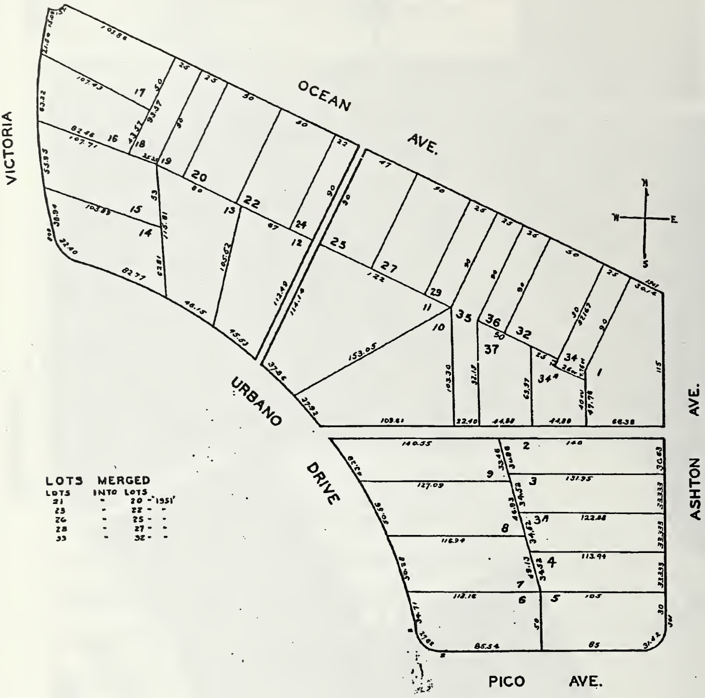
6915

INGLESIDE TER. BLK. 12

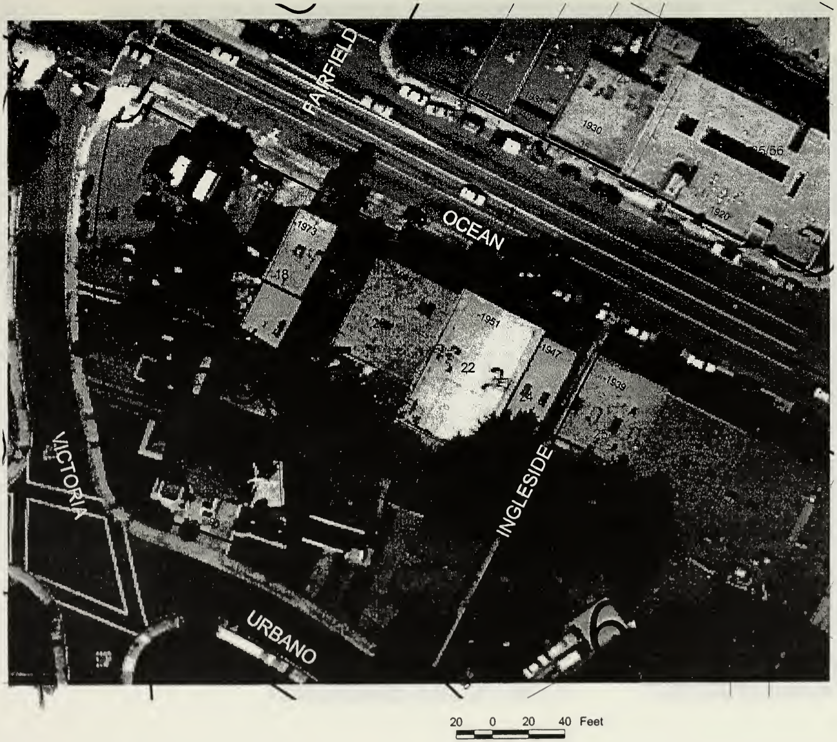
REVISED '59
" '87

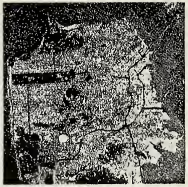

OCEAN AVE.
VICTORIA
URBANO DRIVE
ASHTON AVE.
PICO AVE.
N
W
E
S
1
2
3
3A
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
22
24
25
27
29
32
34
34A
35
36
37

LOTS MERGED

LOTS	INTO LOTS	
21	" 20	- '1951'
23	" 22	- "
26	" 25	- "
28	" 27	- "
33	" 32	- "

1945 - 1947 Ocean Ave.


FAIRFIELD
OCEAN
INGLESIDE
VICTORIA
URBANO
1973
18
1951
22
1947
1939
1930
1920
25/56
20 0 20 40 Feet



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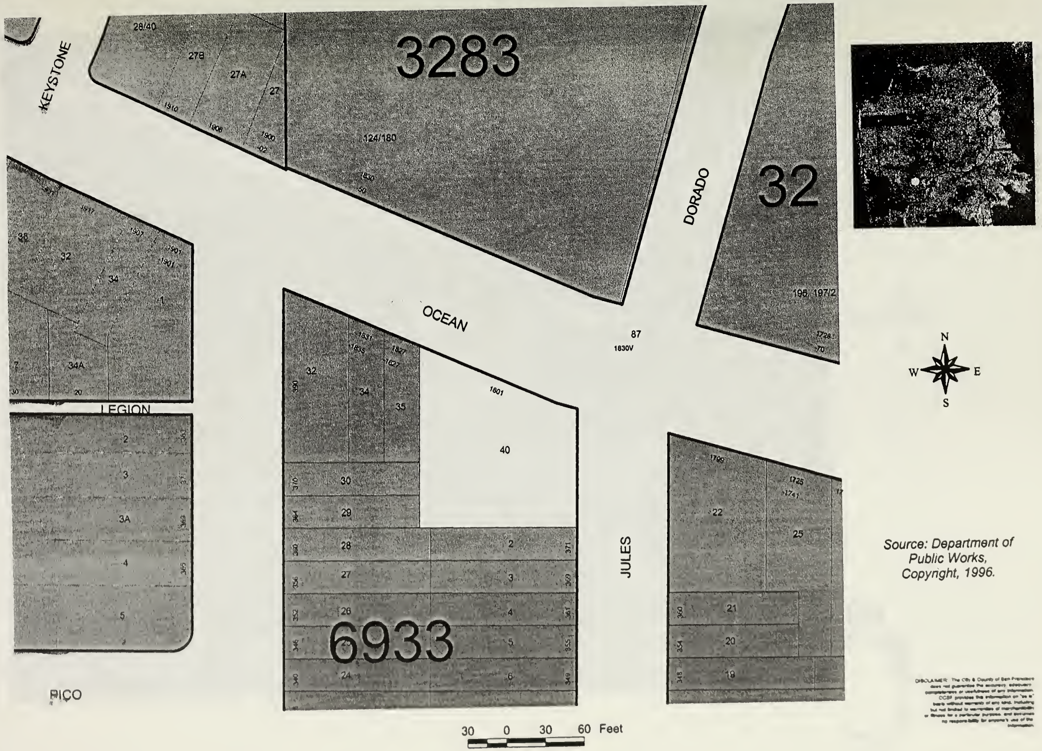
INGLESIDE BRANCH OPTION #D

Address:	1801 –1815 Ocean Ave Southwest Corner of Ashton Ave.. Assessors Blk 6933 Lot 40
Lot Size:	Approximately 14,021 sf (134 x 87.75 irregular)
Existing Zoning:	NC-2
Existing Improvements:	Single story, 5200 sf commercial built 1958
Existing Occupants:	SF Church Assembly
Comments:	Former Red Roof Restaurant

1801 - 1835 Ocean Ave.


KEYSTONE
OCEAN
DORADO
JULES
LEGION
PICO
3283
32
6933
28/40
27B
27A
27
1910
1908
1900
02
124/180
1830
50
38
32
1917
1907
1901
1901
34
1
34A
7
30
20
2
3
3A
4
5
363
371
363
365
32
390
1831
1835
1827
1827
34
35
1801
40
30
370
29
364
28
360
27
356
26
352
346
24
340
2
371
3
369
4
361
5
355
6
349
87
1830V
195, 197/2
1728
70
1799
22
1725
1741
25
21
360
20
354
19
348
N
W
E
S
30
0
30
60
Feet

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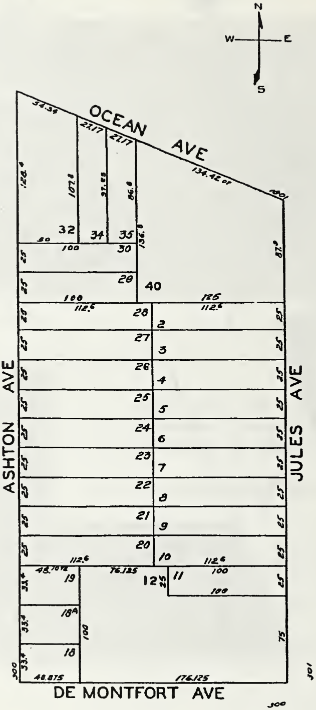
LAKEVIEW BLK.25

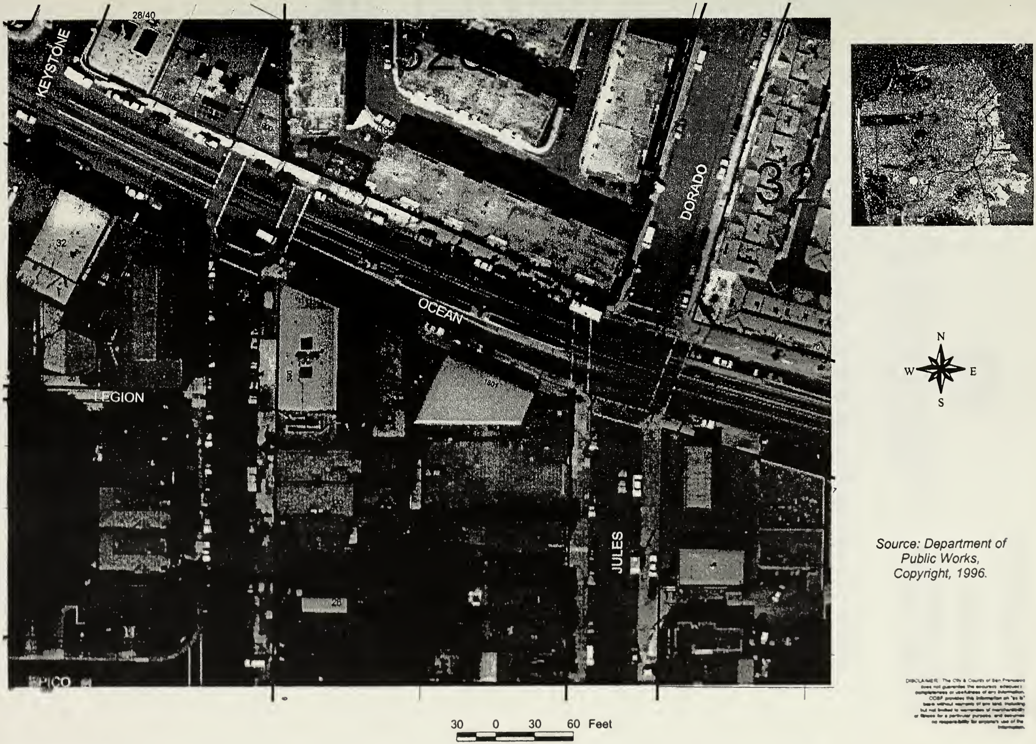
REVISED '58
REVISED 1962

LOTS MERGED

LOTS	INTO LOT
38	37 "1946"
33	32 - "1951"
31	32 "1928"
13&14	11&12 "1925"


N
W
E
S
OCEAN AVE
ASHTON AVE
JULES AVE
DE MONTFORT AVE
32
34
35
30
29
40
28
27
26
25
24
23
22
21
20
19
18A
18
2
3
4
5
6
7
8
9
10
11
12
34.39
22.17
22.17
134.42
128.4
107.8
97.25
86.0
136.8
87.9
100
125
112.5
25
76.125
48.875
176.125
100
75
33.4
300
301

1801 - 18[illegible] Ocean Ave.


28/40
KEYSTONE
32
DORADO
OCEAN
1801
LEGION
JULES
26
PICO
N
W
E
S
30 0 30 60 Feet

Source: Department of Public Works, Copyright, 1996.

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06-25-01P04:35 RCVD

DOCUMENTS DEPT.

JUN 25 2001

SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

NOTICE OF MEETING

/o/

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, July 3, 2001
TIME: 4:00PM
PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Joan A. Streets
Dorian W. Swig
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

AGENDA: * **

1. APPROVAL OF THE June 5, 2001 MINUTES — ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of June 5, 2001.
Explanatory document: draft minutes

2. CITY LIBRARIAN'S REPORT by City Librarian Susan Hildreth — DISCUSSION
(This a discussion item is to allow the City Librarian to report on recent Library activities and make announcements)
This report will consist of a report on the American Library Association Annual Meeting, a Library Budget update, a report on the success of the amnesty program, and a report on Prop. 14 (State Library Construction Bond) related activities.

3. BRANCH LIBRARY BOND PROGRAM REPORT — DISCUSSION
Presentation of, and discussion of an update on Prop. A (2000) Branch Library Construction and Improvements Bond related activities.

4. PATRON CONDUCT POLICY, "Guidelines For Library Use" — ACTION
Presentation of, discussion of, and possible action to approve a revised Patron Conduct Policy - Guidelines for Library Use.
Explanatory document: draft revised policy

5. AFFINITY CENTERS UPDATE — DISCUSSION
Presentation on and discussion of the Library's Affinity Centers.

6. FRIENDS AND FOUNDATION REPORT — DISCUSSION
(This item is to allow the Friends and Foundation of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

7. UNION REPORT **DISCUSSION**

(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

8. NEW BUSINESS **DISCUSSION**

(This item is to allow Commissioners to introduce new agenda items for future consideration.)

9. PUBLIC COMMENT **DISCUSSION**

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

10. ADJOURNMENT **(requires motion and public comment)** ACTION

*** Public comment will be taken before or during the Library Commission's consideration of each agenda item.**

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at http://sfpl.lib.ca.us/.
Michael Housh, Commission Secretary - 6/22/01

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

Michael Housh, Commission Secretary
1/9/01

DRAFT

San Francisco Public Library Commission Policy Manual

Patron Conduct Policy – Guidelines for Library Use Policy #201

Section: Library Services

Adopted: Aug. '83
Revised: Dec '90

The San Francisco Public Library ("Library") seeks to provide its users with a safe and pleasant library experience in an atmosphere conducive to study, reading and appropriate use of materials and services. So that all persons may enjoy the benefits of the Library, individuals visiting or using the Library's facilities or services ("users") must comply with the following Guidelines for Library use:

TO ENSURE THE SAFETY OF ALL USERS:

Children under the age of 8 must be accompanied at all times by a parent, guardian, or other responsible person.

The City Librarian may restrict adult use of Children's areas in order to ensure the adequate protection of the Library facilities and of persons and property therein.

Appropriate attire, including shirts and shoes or other footwear, is required.

Persons under the influence of alcohol or non-prescribed drugs are not allowed on Library property.

Smoking is not permitted inside Library facilities or within 10 feet of any door.

People, animals or property must not block aisles, doorways, stairways, elevators and ramps. Large objects such as carts, bicycles and luggage may not be brought into Library facilities. Personal property must be within sight of the owner.

Weapons of any kind are prohibited on Library property.

Animals, other than service animals assisting persons with disabilities, are not permitted inside Library facilities or within 10 feet of any door.

Persons who remain at Library facilities after closing, and who need assistance to return home may be referred to the police in order to ensure their safety.

Roller skates, scooters, skateboards, bicycles, or other similar devices must not be used on Library property.

Sleeping or lying on the floor or furniture is prohibited.

Library entrance areas shall be used exclusively for entering and exiting the Library and as temporary waiting areas for Library users.

TO ENSURE ACCESS TO LIBRARY SERVICES FOR ALL USERS THE FOLLOWING ARE PROHIBITED ON LIBRARY PROPERTY:

Eating or drinking, except in designated areas. Water bottles, covered beverage containers, and foodstuff must be kept out of sight.

Strong, pervasive odors.

Vandalizing or abusing Library materials, equipment, or facilities.

Begging, soliciting donations or signatures.

Selling merchandise without prior permission from the City Librarian.

Media or commercial photography or filming, without prior permission from the City Librarian.

Unreasonable or excessive use of rest rooms, including laundering and bathing.

Blocking Library entrance areas or interfering with the free flow of pedestrian traffic in such areas.

Any activity that unreasonably interferes with a person's comfort or use of the Library, including but not limited to:

> Approaching library users in a manner that could disturb them.
>
> Staring at, following, or photographing others.
>
> Using slurs or profanity.
>
> Making any loud or unreasonable noise or other disturbance, including inappropriate use of personal communications or entertainment devices.

Persons who fail to follow these guidelines or other posted Library regulations (e.g. computer use rules) may be removed from the facility, have their Library privileges suspended, and/or be arrested.

STATE LAW PERMITS LIBRARY STAFF TO SEARCH PURSES, BAGS, PARCELS, ETC. IN ORDER TO PREVENT THE THEFT OF BOOKS AND LIBRARY MATERIALS, STATE LAW AUTHORIZES THE DETENTION FOR A REASONABLE PERIOD OF ANY PERSON USING THESE FACILITIES SUSPECTED OF COMMITTING "LIBRARY THEFT." (CALIFORNIA PENAL CODE SECTION 490.5)

'6

3/01
draft

DRAFT

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

DOCUMENTS DEPT.
AUG - 1 2001
SAN FRANCISCO
PUBLIC LIBRARY

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Darian W. Swig
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Tuesday, July 3, 2001
The San Francisco Public Library Commission held its regular meeting on Tuesday, July 3, 2001 in the Koret Auditorium, Main Library.

The meeting was called to order at 4: 07PM by President Higueras
The following members were noted present: President Higueras, Vice President Steiman, and Commissioners Coulter and Swig.

The Secretary noted Commissioner Streets was excused attendance and that Commissioner Chin's arrival might be delayed.

Commissioner Bautista joined the meeting at 4:10PM

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF June 5, 2001 REGULAR COMMISSION MEETING

Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF June 5, 2001 REGULARCOMMISSION MEETING

An anonymous member of the public commented that the entire meeting was not recorded on the audio tape nor were public comment summary statements submitted by members of the public posted on the library's website. This person further noted that a comment referring to the radio repeater by Commissioner Bautista had been omitted. This individual also observed that a page 7 grammatically incorrect comment attributed to the anonymous member of the public referring to "digging one's own grave" did not reflect what was said. The anonymous member of the public additionally enumerated several points raised in Mr. Esteves presentation on ebooks that were not noted in the Minutes. Mr. Ed Regan found his comments accurately reported. Mr. Peter Warfield noted that there were both good and bad aspects to the Minutes as reported but cited a page 3 comment attributed to him which did not accurately reflect his comments on the lack of focus on creating more space for books in the new branch library plans. Mr. Warfield also noted that there were a number of points raised in the presentation on ebooks that were not noted in the Minutes nor was the failure of the software to function properly on several occasions during Mr. Esteves' presentation. Mr. Warfield additionally clarified that his comments on ebooks referred specifically to the many failures during Mr. Esteves presentation rather than failures to access ebooks Mr. Warfield had personally experienced. Mr. Warfield agreed with his reported comments related to the need for more exhibitions of materials from the Library's own collections, but noted that he believed that the report of only one such exhibit per year had been made in response to a query by a commissioner.

Please note: These are draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Commission comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE JUNE 5, 2001 REGULAR COMMISSION MEETING

President Higueras commented that he had reviewed the Minutes from a number of other boards and commissions and that among those the Library Commission's minutes were a reasonable record of its meetings. He noted that the Minutes are intended as a record of the meeting not a complete transcription. He further pointed out that the tapes of each meeting provided a complete record of what occurred. President Higueras also observed that the Minutes properly reflect key facts, data, and dollar sums and that not every comment could be fully recorded. **President Higueras suggested that members of the public who wanted detailed reporting of their comments should submit them prior to the meeting so that they could be included.** In response to a query by President Higueras, the Commission Secretary proposed to again look into questions regarding gaps in the meeting's audio recording. He also noted that under the Sunshine Ordinance members of the public could submit public comment summary statements in their own words for attachment to the Minutes. The Commission Secretary also discussed the proposed acquisition of a scanner so that public comment summary statements and other materials coming to the Commission in a non-electronic format could be scanned and posted on the Library's website

MOTION: by Bautista and Commissioner Swig for approval of the June 5, 2001 Minutes.

ACTION: AYE (Bautista, Coulter, Higueras, Steiman, and Swig)

AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

City Librarian Susan Hildreth provided the Commissioner s with a report on the recent American Library Association (ALA) Annual Meeting that was held in San Francisco in June. The City Librarian informed the Commissioners that more than 25,000 librarians had attended, a record breaking attendance, but noted that the ALA would not be returning to San Francisco again until 2011. Ms. Hildreth mentioned that concerns regarding the cost and availability of the necessary large blocks of hotel rooms, and a reported concern with available exhibit spaces were offered as reasons for not returning to San Francisco sooner. The City Librarian observed that the Library received many visitors and great many compliments from the attending librarians and that in her view the meeting had been a great success.

Ms. Hildreth next provided an update on the Library's budget noting that the Board of Supervisors Finance Committee had recommended approval with very few cuts. The City Librarian identified several positions that were taken out of the budget. The City Librarian then reported that the tool lending center, as well as the new positions requested for Project Read and programs and exhibitions had been retained in the budget. Library Finance Director George Nichols confirmed that the Supervisors approved 95% of the items requested by the Library.

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Ms. Hildreth then discussed the successful results of the Overdue Books Amnesty noting that there had been some success in publicizing the opportunity for patrons to return long overdue materials without any fines. Ms. Hildreth reported that 5,326 items were brought in and that many of these; 4,000 items more than usual were returned, were among those listed as long overdue/assumed lost. The City Librarian noted that the materials returned were valued at more than $100,000. Ms. Hildreth recounted some of the stories associated with the more significantly overdue items such as a reference desk copy of A Glossary of Sea Terms by G. Bradshaw from 1927, Vail and Other Poems by George Russell from 1931 which had only been checked out once and became overdue in June 1931. The City Librarian also discussed two pieces of sheet music returned by Ms. Allie Light that had been borrowed on 1962 by her late husband opera singer Charles Hilder, the subject of her Academy Award winning documentary "In the Shadow of the Stars". Another returned item, Hangtown Ballads published in 1949, Ms. Hildreth noted, had been so interesting that it had been placed immediately in the "New Main to New Millennium" Exhibit in the Jewett Gallery. The City Librarian commended the important support for the Amnesty by famed local cartoonist Phil Frank who contributed cartoons publicizing the Overdue Book Amnesty, artwork for its poster and flyers, and who with his character "Brunhilda" participated at a poster signing event to encourage patrons to return their materials.

Ms. Hildreth next turned to recent Prop. 14 (State Library Construction and Improvement Bond) developments noting that the State Library had approved draft regulations and that they were undergoing review by the Office of Administrative Law. The City Librarian mentioned that they would likely become effective in January 2002, with the first applications taken in June 2002.

Finally the City Librarian announced that there would be a public hearing on the proposed restoration of No. 19 Polk Street bus stop at the Larkin Street entrance of the Main Library on July 11th from 5:30 to 7:30PM to accept public comment regarding the change.

Public comment on Agenda Item #2 CITY LIBRARIAN'S REPORT:

An anonymous member of the public commented on the success of the American Library Association, but suggested that more information on the successful embargo of the Marriott Hotel by many participants, including the incoming ALA President forgoing his inaugural ceremonies, would have been welcome. The anonymous member of the public further remarked that the role undertaken by Supervisor Leland Yee in pressing the Library to undertake a fine amnesty should be highlighted. This individual reserved comment on the Board of Supervisor's Finance Committee's handling of the Library Budget to a later time. Mr. Ed Regan expressed happiness at the success of the amnesty, his only reservation being that he would prefer that all fines be abolished. Mr. Regan also called for the development of a list of all lost, stolen, and overdue materials. Mr. Peter Warfield commented that he was glad of the success of the amnesty, noting that the value of an amnesty was measured not only in the value of the books returned but also in out of print items which were returned to the collection. Mr. Warfield decried that the Library did not purchase out of print books to replace those lost despite the reality that sources for purchase of out of print materials were now widely available through web searches.

Commission comment on Agenda Item #2 CITY LIBRARIAN'S REPORT

In response to questions by Commissioner Coulter, the City Librarian reported annual losses of between 20 to 25,000 items and commented that while the amnesty, the first since 1998, did well its impact on the overall collection was modest. Ms. Hildreth noted that the Library had done a good job getting the word out with more than 12,000 notices being mailed but that this was not the most effective means of maintaining the collection. In answer to another question by Commissioner Coulter, Ms. Hildreth reported that the library sustained losses to the collection of around $500,000 and took in about $450,000 in fines. She further noted that this represented 5% of the annual circulation, a figure similar to other libraries. In response to a question by Commissioner Swig, the City Librarian noted that cost figures for the amnesty were not yet available. In response to questions by President Higueras, Ms. Hildreth identified books on the occult, civil service test books, and Library Security Chief Rachel MacLachlan noted Bibles, westerns, and special black interest novels as those most frequently missing items. In answer to other questions by President Higueras, Ms. Hildreth responded that for the most part the most frequently circulated items were lost in the greater numbers rather than out of print materials in the collection.

AGENDA ITEM #3 BRANCH LIBRARY BOND UPDATE

Library Branch Improvement Bond Program Manager Marilyn Thompson outlined recent developments in the Bond program for the Commissioners highlighting the three areas of recent activities, financing, site acquisition, and initial design and engineering. Ms. Thompson reported the June 20th initial bond sale of $17.665 million. Ms. Thompson reported that these funds were expected to be appropriated by the Board of Supervisors by the end of July and applied to site acquisitions for the Glen Park, Visitacion Valley, Ingleside, and Portola Branch Libraries and the design and engineering costs for the first seven projects: Marina, Noe Valley, Parkside, Richmond, Mission Bay, Visitacion Valley, and the Library Support Center.

Ms. Thompson then reported on the Library's effort to pursue $10 million in Prop. 14 State Library Construction and Improvement Bond funds for use on branch library projects and noted that the Library had submitted comments on the draft regulations and would aggressively pursue funds when the first $150 million in funds became available in June 2002. The Branch Bond Project Manager next reported on the June 28th Special Commission Meeting held to discuss potential branch library locations in Glen Park and Visitacion Valley noting that the Commission had authorized the Department of Real Estate to investigate and negotiate potential locations at three sites in each neighborhood and to report back its findings to the Commission in much greater detail at the end of August.

Regarding the Mission Bay Branch Library, Ms. Thompson outlined ongoing discussions with the Redevelopment Agency concerning a corner location at 4th and Berry Streets for an 8,000 sq. ft. facility on a condominium parcel jointly to be shared with a senior housing development. Ms. Thompson noted that she and Chief of Branches Donna Corbeil had been meeting regularly with Redevelopment and with the designers of the proposed facility to spell out in detail all aspects of the shell facility to be delivered to the Library to house the branch. Finally, Ms. Thompson discussed work on the design schematics for the Richmond

The number of members of the public who spoke anonymously at this meeting, 1.

Branch Library so that proper documentation could be in place for the first round of competitions for Prop. 14 State Library Construction Bond funds next June.

Public comment on AGENDA ITEM #2 BRANCH LIBRARY BOND UPDATE

Mr. Ed Regan suggested that the Commission go slow in replacing branch libraries, pointing out that in his view the$2.5 million Ocean View Branch was better that what it replaced but was not open enough hours. Mr. Regan additionally proposed that the library develop a physical plant model of how many sq. ft. it wanted in each branch and recommended that each branch have three levels. Mr. Regan also suggested creation of offices for the branch librarians' in each branch.

Commission comment on AGENDA ITEM #3 BRANCH LIBRARY BOND UPDATE

In response to a question by Commissioner Streets, Ms. Thompson and the City Librarian discussed in detail the background of what the Library would be required to do to prepare to pursue Prop. 14 State Library Bond funds for the Richmond Branch, identified as the single most expensive branch project in the bond program. The City Librarian commented on the importance of getting Prop. 14 funding, with its 65% state funds to 35% local matching funds in meeting the overall goal of getting $10 million from state funds for branch bond projects. In response to a query by Commissioner Bautista, Ms. Thompson discussed in more detail how the library was working with the developer/designer of the mixed use Mission Bay project to get the best design available for the shell facility that the Library would receive. President Higueras noted that this project was a win/win for the Library, the seniors, and the neighborhood. Ms. Thompson observed that the branch Library would have its own address, own utilities, and that the Library was given a prominent corner location and that the Library staff were working to make sure that the branch library had its identity, own principle entry, and a architecturally distinctive front.

Agenda Item #4 PATRON CONDUCT POLICY

The City Librarian introduced discussion of a revised Patron Conduct Policy, Guidelines for Library Use noting that this proposed revision was the product of long and extensive discussions by staff. Ms. Hildreth then introduced Library Security Chief Rachel MacLachlan, who gave an extensive presentation on why staff felt this to be a very important issue. The Library Security Chief pointed out that the original rules for patron conduct had been adopted in 1983, were very legalistic and difficult to understand, and couched in language she felt many parents would be uncomfortable discussing with their children. Ms. MacLachlan observed that the rules needed to be in plain English, that they should eliminate some existing prohibitions which were no longer needed, and they should effectively address the issues which regularly came up. She noted that patrons frequently looked for posted copies or requested copies of the rules. Ms. MacLachlan cited as an example that for many years, with the permission of the City Attorney, the Library has required patrons to wear shirts and shoes while using the library but that this policy was not reflected in the

The number of members of the public who spoke anonymously at this meeting. 1

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

written rules. The Library Security Chief summed up her presentation by stating that the proposed new guidelines would be a wholesale updating and clarifying of the rules, addressing issues which had not be addressed in the past, and eliminating those rules no longer needed. She cited the controversy that ensued with the banning of smoking in the library in 1980 and now the new guidelines requesting that smokers be 10 ft. away from library entrances as the kind of evolution in policy that the proposed rules reflected.

Public comment on Agenda Item #4 PATRON CONDUCT POLICY4

An anonymous member of the public expressed doubt as to whether the presenter had referred to the old rules or the new rules as legalistic and noted that the City Attorney had been said to have commented on them, but that the content of that comment was not reported. This individual found the proposed rules unsuitably vague, mentioning a famous 1980's case of Kurtz or Kraus in New Jersey relating to a homeless person that a library was forbidden to bar from the library for starring at other patrons. The anonymous member of the public noted that this case established a legal precedent that libraries were public forums that could not restrict access for subjective reasons. Mr. Ed Regan asked that the signs located in the Second Floor Children's Center and children's libraries in the branches restricting access to children and adults accompanied by children be removed. Mr. Regan also recommended that patrons be allowed to take books from the library into the Café area. Ms. Maya Nordberg, a legal advocate for the Coalition for the Homeless expressed concerns that the proposed new rules would not treat all patrons equally, although all users are entitled to be in the library. Ms. Nordberg found that details of the proposed rules would permit disparate treatment, wondering if someone with too strong cologne would be given the same treatment as someone who had no had the opportunity to clean up. She questioned the rule regarding excessive use of bathrooms and asked that it be clarified. She also questioned why persons remaining at the library after closing would be referred to the police. Ms. Nordberg found this a very severe first step in addressing the needs of such people. She also questioned how the rules against sleeping would be applied. Mr. Peter Warfield found it unfortunate that the new rules were being considered without clearly highlighting the changes from and providing copies of the current rules. Mr. Warfield observed that he found the old rules clearly and simply stated and the new rules too vague. Mr. Warfield cited various proposed rules he found objectionable or open to subjective enforcement. Mr. Warfield also found the sanctions included in the new policy too harsh and observed that there were no procedural safeguards or appeal process for those found in violation. Mr. Matthew Fitt, a Hastings Law student, observed that shoes don't seem to be a necessity in the library, and questioned the restrictions on luggage, inquiring if they applied to backpacks. He expressed concern that differing standards might be applied to someone who seemed homeless. Mr. Fitt also raised questions regarding the definition of many of the prohibitions in proposed rules expressing concern that vagueness allowed for differential enforcement. Ms. Susan Meissner, Mayor's Office on Disability expressed several concerns with the proposed rules. Ms. Meissner expressed approval of the policy change from describing guide dogs to the more inclusive service animals. She echoed concerns raised by others regarding how some of the rule might negatively impact those with psychiatric disabilities and suggested that the new policies be phrased as expectations rather than prohibitions. Ms. Meissner cited saying respecting other user's right to the quiet enjoyment of the library as a better approach. She also questioned if the rule concerning "excessive " use of restrooms could pose problems for the disabled. As her final point, Ms. Meissner noted that the prohibition against lying on the floor as problematic for some disabled individuals and suggested that her office would be happy to work with the library to resolve any issues of concern. Librarian Andrea Grimes applauded the updated guidelines and called attention to the over abundance of noise in the Main Library. Ms. Grimes recommended that in addition to the proposed rules on personal communications devices, the Library post signs requesting patrons turn off cell phone and pager ringers to reduce nuisance noise for other patrons and staff.

Commission comment on Agenda Item #4

Commissioner Coulter agreed that language phrased as expectations rather than prohibitions might be considered and agreed that patrons should be encouraged to turn off cell phone ringers. Commissioner Coulter further commented that the Library had been in the forefront of providing services to the homeless. Commissioner Coulter recalled the very serious problems that had occurred in the old Main Library and discouraged some patrons from using it. In response to the Commissioner's comments, Library Security Chief Rachel MacLachlan explained that it was the practice of her staff to treat everyone consistently and that every effort was made to accommodate everyone. She noted that Library Security tried to strike a balance in protecting the rights of all library patrons. The Security Chief observed that it was important to make clear to everyone what the Library's expectations for conduct are. Ms. MacLachlan commented that except for some of those raised by the Mayor's Office of Disability all of these issues had been extensively discussed. Ms. MacLachlan suggested that the guideline regarding excessive use of restrooms could be reworded in such a way as to not cause worry to disabled patrons. The Library Security Chief stated that it was behavior that first and foremost determined how library staff responded to these issues. She also clarified that too strong perfume was just a serious a concern as other unpleasant odors. The Security Chief commented that while she appreciated some of the concerns voiced, in her view the proposed rules were a fair way to address these serious problems. In answer to a questions by Commissioner Bautista, Ms. MacLachlan discussed how the Library responded to concerns with misuse of library bathrooms by informing people about public bathing facilities and to illegal skateboarding activity. President Higueras suggested that the guidelines needed some further work, that some of the language may be too broad, and suggested that staff work with the Mayor's Office on Disability to resolve their concerns. The City Librarian proposed to bring a redraft of the guidelines to the Commission in August or September. Library Chief of Branches Donna Corbeil, commented that these rules were designed to serve the entire library system including the branches where there were very serious security concerns. She noted that staff only contacted the police in extreme cases where there was a threat or violence. Ms. Corbeil pointed out that staff made every

Commissioner Chin joined the meeting at 5:31PM.

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effort to work with patrons to resolve concerns and that maintaining the security was important. The Chief of Branches noted that since the rules were originally written that circumstances have changed and led to the need for revised rules.

Agenda item #5 LIBRARY AFFINITY CENTERS UPDATE

The City Librarian informed the Commissioners than in response to requests by Commissioners Coulter and Streets that she was proposing that regular reports be made to the Commission concerning the activities of the Library's various affinity centers.

Ms. Hildreth then introduced Ms. Estella Manila, Librarian of the Filipino Interest Collection and Center. Ms. Manila gave an extensive report outlining the work of the Filipino Center since its beginning in 1996. Ms. Manila reported increased use of the Center with large numbers of library patrons accessing its collections. Ms. Manila then discussed various Friends and Foundation funded programming that the Center had offered, highlighting musical and cultural programs, literary workshops, author conversations, a special program on Moslem Filipinos, a book launch program, and Filipino American Historical Society programs. The Filipino Center Librarian reported on her activities in the Filipino American Community, and her sharing information at the American Library Association Annual meeting, including two exhibits calling attention to Asian Pacific writers. Ms. Manila pointed with pride to the inclusion of a historic photograph of a Filipino Catholic Club taken during the 1920s in the "New Main to New Millennium" exhibition. She reported that the Center actively sought speakers to help put its Filipino American collections to work and called attention to the Library's proposed efforts to digitize historic photographs of Filipino Americans to make them more widely available.

Next the City Librarian introduced Mr. Stuart Shaw, Librarian of the African American center. Mr. Shaw reported that during the past nine months since he had been selected to be the African American Center's librarian that the Center had been very heavily used. Mr. Shaw commented that the Center was very popular not only as a reference center but that it also served as resource to answer questions by community members. Mr. Shaw then reported on several programs which the African American Center would be presenting in the near future, including a program on the book Pale Truth about Mary Ellen Pleasant and a program by the Rev. Tim Taylor, "Reclaiming Family History". Mr. Shaw then discussed the many programs that he had participated in, including the ALA Diversity Fair. The African American Center Librarian then informed the Commission concerning programming in the Center during the past two years, noting that as the Center became better known it was beginning to involve more members of the Community. Mr. Shaw called attention to the Annual Black History programs and reported that the popular "Unsung Heroes" program honoring community leaders in the African American Community would be held this year in November. He reported the Rev. Cecil Williams would be honored. Mr. Shaw called the Commissioners attention to the fact that the Center's Donor Plaque was being updated and that it would be re-installed soon.

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Public comment on Agenda item#5 LIBRARY AFFINITY CENTERS UPDATE

None offered

Commission comment on Agenda item #5 LIBRARY AFFINITY CENTERS UPDATE

In response to questions by Commissioner Coulter, Mr. Shaw and Ms. Manila discussed their efforts to engage their respective communities in the African American and Filipino American Centers and inform them about the work of the Centers. In response to a comment concerning the relationships with the African American Historical Society and the Schaumburg African American Center at the New York Public Library, Mr. Shaw discussed his efforts to renew ties and to access information available. In response to a query by Commissioner Streets, Mr. Shaw explained in some detail his efforts to get the word out and to network with community leaders and organizations to raise the profile of the African American Center in the Community. Ms. Manila next outlined the 6 or 7 major programs that the Filipino American Center presented each year and called special attention to programming tailored to young adults and children. Ms. Manila then provided a summary of upcoming events that the Center was presenting. Ms. Manila then discussed the Filipino American film and video programs that she was presenting in November and in December reported there would be a program on Filipino Children's books. In response to a question by Commissioner Coulter, Ms. Manila discussed the various percentages of time she devoted to the Center, answering specialized reference questions, and staffing the 5th Floor desk. In response to another question by Commissioner Coulter, Ms. Manila called attention to the extensive Filipino American Collection located in the Excelsior Branch Library, noting that it was both popular and well used by the large Filipino American Community in its neighborhood. In response to similar questions by Commissioner Coulter, Mr. Shaw noted that the amount of time he spends in the Center varies depending on the demands of ongoing programming. Mr. Shaw additionally observed that he did spend time working with branch library staff to sponsor programs at the Bayview, Ocean View, Potrero Hill, and at the Western Addition Branch Libraries.

Commissioner Coulter suggested that future presentations by the affinity center staff be done as a panel to facilitate discussion. He further requested that the supervisors of affinity center staff attend these presentations so that they could respond to questions. Commissioner Coulter inquired concerning center programming at branch libraries and also requested a report from the Friends and Foundation concerning its efforts on mainstreaming its outreach and support efforts on behalf of all of the affinity centers. Commission Coulter noted that outreach to the community was vital and wanted to know more about how the Library proposed to increase the quality of its outreach, involve more community leaders, and learn how to improve the centers by learning from successful models elsewhere. Commissioner Chin congratulated the library affinity centers staff for the important work they did for the Library and the community. She then called attention to the fact that the San Francisco Unified School District had just adopted new social studies materials which could be enhanced with the involvement of the specialized affinity centers collections in school programs.

Commissioner Bautista praised the Filipino Center's photo and art program honoring the Mnong, Filipino elders and she requested that Commissioners be given information on upcoming programs.

President Higueras called a brief recess at 6:22PM
The Commission returned to session at 6:29PM.

Agenda item # 6 FRIENDS AND FOUNDATION REPORT

Mr. Paul Gormsen presented a brief report on the recent and upcoming activities of the Friends and Foundation calling particular attention to the third anniversary of the merger of the Friends of the Public Library and the Foundation of the San Francisco Public Library. Mr. Gormsen reported on recent activities at the Book Bay at the Main, a SPUR/Chamber of Commerce reception honoring City Librarian Susan Hildreth, and details of the Fall Lecture series beginning in September. Mr. Gormsen then reminded the Commissioners of the 37th Annual Book Sale held this year during September 6th through 9th at Fort Mason Center. Mr. Gormsen then discussed in some detail an architectural charette which the Friends and Foundation were sponsoring in support of generating innovative ideas for the branch library bond program. Mr. Gormsen then discussed the Friends and Foundation activities at ALA and called attention to its support for programming at the various affinity centers. Mr. Gormsen finally discussed ways in which At The Public Library could be improved, in particular by providing more coverage of the affinity centers.

Commission comment on Agenda item # 6FRIENDS AND FOUNDATION REPORT

In response to a question by President Higueras, Mr. Gormsen reported the dates of the architectural charette would be during October 4-7, 2001. In answer to a query by Commissioner Bautista the Friends and Foundation confirmed its continued support for the Library's summer reading programs.

Agenda Item #7 LIBRARY LABOR UNION REPORT

None offered

Agenda item #8 NEW BUSINESS

Commissioner Coulter called attention to a recently produced library information pamphlet for parents and children concerning use of and information about the Internet. President Higueras called attention to the cover story in the most recent issue of Library Journal featuring an article on City Librarian Susan Hildreth.

Public comment on Agenda item #9 NEW BUSINESS

An anonymous member of the public complained of the impoverishment of the amount of information included in mailings to the Commission.

Agenda item #10 PUBLIC COMMENT

An anonymous member of the public spoke on the theme of disparate treatment as reflected in the discussion on the patron conduct policy. This individual observed that it is a principle

The number of members of the public who spoke anonymously at this meeting 1.

all closed systems will devolve to zero. The anonymous member of the public commented on how British scientist Maxwell's theory addressing this issue had been applied to social circumstances, describing how upper classes benefited by denigrating lower classes. This person further observed that public libraries were instituted in our society to provide a source of universal education to help people cross the social barriers created by class. This individual suggested that these barriers themselves created a sense among some good people that they were aristocrats. Mr. Ed Regan requested that the Library adopt public service hours from 6AM to Midnight seven days per week, 365 days per year.

Agenda Item #11 ADJOURNMENT

MOTION: by Commissioner Chin, seconded by Commissioner Bautista that the meeting be adjourned in memory of the late Betty Schwabacher, an esteemed former librarian, children's librarian, and branch library manager.

ACTION: AYE 6-0 (Bautista, Chin, Coulter, Higueras, Steiman, and Swig)

The meeting was adjourned at 6:41PM.

Michael Housh, Commission Secretary 7/10/01

The number of members of the public who spoke anonymously at this meeting 1.

Please note: These are draft minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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The number of members of the public who spoke anonymously at this meeting. 1

Current Policy

San Francisco Public Library Commission Policy Manual

Patron Conduct Policy Policy #201

Section: Library Services
Adopted: Dec '90
Revised

It is the policy of the San Francisco Public Library Commission that the following activities are PROHIBITED in the Library:

1. Smoking,
2. Sleeping;
3. Eating or drinking;
4. Disturbing or annoying another person by loud/or unreasonable noise
5. Obstructing, molesting, or interfere with any person's comfort or use of the library;
6. Fighting or challenging to fight, or using offensive words inherently likely to provoke violence;
7. Willfully or lewdly exposing one's private parts;
8. Ingesting alcohol or entering the library under the influence of intoxicating liquor in such condition that one is unable to exercise care for one's own safety or the safety of others;
9. Maliciously cutting, tearing, defacing, breaking, or injuring and book or library property;
10. Leaving children under the age of 6 unattended by a parent, guardian, or other authorized person;
11. Soliciting or engaging in any act of prostitution including lewd acts between persons;
12. Begging;
13. Peddling goods, wares, or merchandise, or any article, material or substance;
14. Bringing animals into the library, except guide dogs for the blind or deaf;

Persons who commit prohibited acts may be subject to arrest or excluded from the library.

All patrons must leave the library premises at closing time. Escorts, rides, etc are the sole responsibility of the patron or parent, guardian, or other authorized person. Patrons who need assistance to return home, such as minors or disabled adults, and who remain in the library after closing time, may be referred to the local police in order to insure their safety.

These rules have been formulated with the cooperation of the San Francisco City Attorney's Office.

DRAFT

Patron Conduct Policy – Guidelines for Library Use Policy #201

Section: Library Services

Adopted: Aug. '83
Revised: Dec '90

The San Francisco Public Library ("Library") seeks to provide its users with a safe and pleasant library experience in an atmosphere conducive to study, reading and appropriate use of materials and services. So that all persons may enjoy the benefits of the Library, individuals visiting or using the Library's facilities or services ("users") must comply with the following Guidelines for Library use:

TO ENSURE THE SAFETY OF ALL USERS:

Children under the age of 8 must be accompanied at all times by a parent, guardian, or other responsible person.

The City Librarian may restrict adult use of Children's areas in order to ensure the adequate protection of the Library facilities and of persons and property therein.

Appropriate attire, including shirts and shoes or other footwear, is required.

Persons under the influence of alcohol or non-prescribed drugs are not allowed on Library property.

Smoking is not permitted inside Library facilities or within 10 feet of any door.

People, animals or property must not block aisles, doorways, stairways, elevators and ramps. Large objects such as carts, bicycles and luggage may not be brought into Library facilities. Personal property must be within sight of the owner.

Weapons of any kind are prohibited on Library property.

Animals, other than service animals assisting persons with disabilities, are not permitted inside Library facilities or within 10 feet of any door.

Persons who remain at Library facilities after closing, and who need assistance to return home may be referred to the police in order to ensure their safety.

Roller skates, scooters, skateboards, bicycles, or other similar devices must not be used on Library property.

Sleeping or lying on the floor or furniture is prohibited.

Library entrance areas shall be used exclusively for entering and exiting the Library and as temporary waiting areas for Library users.

TO ENSURE ACCESS TO LIBRARY SERVICES FOR ALL USERS THE FOLLOWING ARE PROHIBITED ON LIBRARY PROPERTY:

Eating or drinking, except in designated areas. Water bottles, covered beverage containers, and foodstuff must be kept out of sight.

Strong, pervasive odors.

Vandalizing or abusing Library materials, equipment, or facilities.

Begging, soliciting donations or signatures.

Selling merchandise without prior permission from the City Librarian.

Media or commercial photography or filming, without prior permission from the City Librarian.

Unreasonable or excessive use of rest rooms, including laundering and bathing.

Blocking Library entrance areas or interfering with the free flow of pedestrian traffic in such areas.

Any activity that unreasonably interferes with a person's comfort or use of the Library, including but not limited to:

> Approaching library users in a manner that could disturb them.
>
> Staring at, following, or photographing others.
>
> Using slurs or profanity.
>
> Making any loud or unreasonable noise or other disturbance, including inappropriate use of personal communications or entertainment devices.

Persons who fail to follow these guidelines or other posted Library regulations (e.g. computer use rules) may be removed from the facility, have their Library privileges suspended, and/or be arrested.

STATE LAW PERMITS LIBRARY STAFF TO SEARCH PURSES, BAGS, PARCELS, ETC. IN ORDER TO PREVENT THE THEFT OF BOOKS AND LIBRARY MATERIALS, STATE LAW AUTHORIZES THE DETENTION FOR A REASONABLE PERIOD OF ANY PERSON USING THESE FACILITIES SUSPECTED OF COMMITTING "LIBRARY THEFT." (CALIFORNIA PENAL CODE SECTION 490.5)

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San Francisco Public Library Commission
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DOCUMENTS DEPT.
AUG - 8 2001
SAN FRANCISCO
PUBLIC LIBRARY

Villie L. Brown, Jr.
Aayor

Charles A. Higueras, A.I.A.
resident

Carol Steiman
Vice President

Ielen Marte Bautista
onnie K. Chin
teven A. Coulter
ran A. Streets
Darian W. Swig
Commissioners

usan Hildreth
City Librarian

Aichael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Tuesday, July 3, 2001 (Approved as amended August 7, 2001)
The San Francisco Public Library Commission held its regular meeting on Tuesday, July 3, 2001 in the Koret Auditorium, Main Library.

The meeting was called to order at 4: 07PM by President Higueras
The following members were noted present: President Higueras, Vice President Steiman, and Commissioners Coulter, Streets, and Swig.

The Secretary noted that Commissioner Chin's arrival might be delayed.

Commissioner Bautista joined the meeting at 4:10PM

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF June 5, 2001 REGULAR COMMISSION MEETING

Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF June 5, 2001 REGULARCOMMISSION MEETING

An anonymous member of the public commented that the entire meeting was not recorded on the audio tape nor were public comment summary statements submitted by members of the public posted on the library's website. This person further noted that a comment referring to the radio repeater by Commissioner Bautista had been omitted. This individual also observed that a page 7 grammatically incorrect comment attributed to the anonymous member of the public referring to "digging one's own grave" did not reflect what was said. The anonymous member of the public additionally enumerated several points raised in Mr. Esteves presentation on ebooks that were not noted in the Minutes. Mr. Ed Regan found his comments accurately reported. Mr. Peter Warfield noted that there were both good and bad aspects to the Minutes as reported but cited a page 3 comment attributed to him which did not accurately reflect his comments on the lack of stated objectives for creating more space for books in the new branch library plans. Mr. Warfield also noted that there were a number of points raised in the presentation on ebooks that were not noted in the Minutes nor was the failure of the software to function properly on several occasions during Mr. Esteves' presentation. Mr. Warfield additionally clarified that his comments on ebooks referred specifically to the many failures during Mr. Esteves presentation rather than failures to access ebooks Mr. Warfield had personally experienced. Mr. Warfield agreed with his reported comments related to the need for more exhibitions of materials from the Library's own collections, but noted that he believed that the report of only one such exhibit per year had been made in response to a query by a commissioner.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE JUNE 5, 2001 REGULAR COMMISSION MEETING

President Higueras commented that he had reviewed the Minutes from a number of other boards and commissions and that among those the Library Commission's minutes were a reasonable record of its meetings. He noted that the Minutes are intended as a record of the meeting not a complete transcription. He further pointed out that the tapes of each meeting provided a complete record of what occurred. President Higueras also observed that the Minutes properly reflect key facts, data, and dollar sums and that not every comment could be fully recorded. President Higueras suggested that members of the public who wanted detailed reporting of their comments should submit them prior to the meeting so that they could be included. In response to a query by President Higueras, the Commission Secretary proposed to again look into questions regarding gaps in the meeting's audio recording. He also noted that under the Sunshine Ordinance members of the public could submit public comment summary statements in their own words for attachment to the Minutes. The Commission Secretary also discussed the proposed acquisition of a scanner so that public comment summary statements and other materials coming to the Commission in a non-electronic format could be scanned and posted on the Library's website

MOTION: by Bautista and Commissioner Swig for approval of the June 5, 2001 Minutes.

ACTION: AYE 6-0 (Bautista, Coulter, Higueras, Steiman, Streets, and Swig)

AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

City Librarian Susan Hildreth provided the Commissioners with a report on the recent American Library Association (ALA) Annual Meeting that was held in San Francisco in June. The City Librarian informed the Commissioners that more than 25,000 librarians had attended, a record breaking attendance, but noted that the ALA would not be returning to San Francisco again until 2011. Ms. Hildreth mentioned that concerns regarding the cost and availability of the necessary large blocks of hotel rooms, and a reported concern with available exhibit spaces were offered as reasons for not returning to San Francisco sooner. The City Librarian observed that the Library received many visitors and great many compliments from the attending librarians and that in her view the meeting had been a great success.

Ms. Hildreth next provided an update on the Library's budget noting that the Board of Supervisors Finance Committee had recommended approval with very few cuts. The City Librarian identified several positions that were taken out of the budget. The City Librarian then reported that the tool lending center, as well as the new positions requested for Project Read and programs and exhibitions had been retained in the budget. Library Finance Director George Nichols confirmed that the Supervisors approved 95% of the items requested by the Library.

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Ms. Hildreth then discussed the successful results of the Overdue Books Amnesty noting that there had been some success in publicizing the opportunity for patrons to return long overdue materials without any fines. Ms. Hildreth reported that 5,326 items were brought in and that many of these; 4,000 items more than usual were returned, were among those listed as long overdue/assumed lost. The City Librarian noted that the materials returned were valued at more than $100,000. Ms. Hildreth recounted some of the stories associated with the more significantly overdue items such as a reference desk copy of A Glossary of Sea Terms by G. Bradshaw from 1927, Vail and Other Poems by George Russell from 1931 which had only been checked out once and became overdue in June 1931. The City Librarian also discussed two pieces of sheet music returned by Ms. Allie Light that had been borrowed on 1962 by her late husband opera singer Charles Hilder, the subject of her Academy Award winning documentary "In the Shadow of the Stars". Another returned item, Hangtown Ballads published in 1949, Ms. Hildreth noted, had been so interesting that it had been placed immediately in the "New Main to New Millennium" Exhibit in the Jewett Gallery. The City Librarian commended the important support for the Amnesty by famed local cartoonist Phil Frank who contributed cartoons publicizing the Overdue Book Amnesty, artwork for its poster and flyers, and who with his character "Brunhilda" participated at a poster signing event to encourage patrons to return their materials.

Ms. Hildreth next turned to recent Prop. 14 (State Library Construction and Improvement Bond) developments noting that the State Library had approved draft regulations and that they were undergoing review by the Office of Administrative Law. The City Librarian mentioned that they would likely become effective in January 2002, with the first applications taken in June 2002.

Finally the City Librarian announced that there would be a public hearing on the proposed restoration of No. 19 Polk Street bus stop at the Larkin Street entrance of the Main Library on July 11th from 5:30 to 7:30PM to accept public comment regarding the change.

Public comment on Agenda Item #2 CITY LIBRARIAN'S REPORT:

An anonymous member of the public commented on the success of the American Library Association, but suggested that more information on the successful embargo of the Marriott Hotel by many participants, including the incoming ALA President forgoing his inaugural ceremonies, would have been welcome. The anonymous member of the public further remarked that the role undertaken by Supervisor Leland Yee in pressing the Library to undertake a fine amnesty should be highlighted. This individual reserved comment on the Board of Supervisor's Finance Committee's handling of the Library Budget to a later time. Mr. Ed Regan expressed happiness at the success of the amnesty, his only reservation being that he would prefer that all fines be abolished. Mr. Regan also called for the development of a list of all lost, stolen, and overdue materials. Mr. Peter Warfield commented that he was glad of the success of the amnesty, noting that the value of an amnesty was measured not only in the value of the books returned but also in out of print items which were returned to the collection. Mr. Warfield decried that the Library did not purchase out of print books to replace those lost despite the reality that sources for purchase of out of print materials were now widely available through web searches.

Commission comment on Agenda Item #2 CITY LIBRARIAN'S REPORT

In response to questions by Commissioner Coulter, the City Librarian reported annual losses of between 20 to 25,000 items and commented that while the amnesty, the first since 1998, did well its impact on the overall collection was modest. Ms. Hildreth noted that the Library had done a good job getting the word out with more than 12,000 notices being mailed but that this was not the most effective means of maintaining the collection. In answer to another question by Commissioner Coulter, Ms. Hildreth reported that the library sustained losses to the collection of around $500,000 and took in about $450,000 in fines. She further noted that this represented 5% of the annual circulation, a figure similar to other libraries. In response to a question by Commissioner Swig, the City Librarian noted that cost figures for the amnesty were not yet available. In response to questions by President Higueras, Ms. Hildreth identified books on the occult, civil service test books, and Library Security Chief Rachel MacLachlan noted Bibles, westerns, and special black interest novels as those most frequently missing items. In answer to other questions by President Higueras, Ms. Hildreth responded that for the most part the most frequently circulated items were lost in the greater numbers rather than out of print materials in the collection.

AGENDA ITEM #3 BRANCH LIBRARY BOND UPDATE

Library Branch Improvement Bond Program Manager Marilyn Thompson outlined recent developments in the Bond program for the Commissioners highlighting the three areas of recent activities, financing, site acquisition, and initial design and engineering. Ms. Thompson reported the June 20th initial bond sale of $17.665 million. Ms. Thompson reported that these funds were expected to be appropriated by the Board of Supervisors by the end of July and applied to site acquisitions for the Glen Park, Visitacion Valley, Ingleside, and Portola Branch Libraries and the design and engineering costs for the first seven projects: Marina, Noe Valley, Parkside, Richmond, Mission Bay, Visitacion Valley, and the Library Support Center.

Ms. Thompson then reported on the Library's effort to pursue $10 million in Prop. 14 State Library Construction and Improvement Bond funds for use on branch library projects and noted that the Library had submitted comments on the draft regulations and would aggressively pursue funds when the first $150 million in funds became available in June 2002. The Branch Bond Project Manager next reported on the June 28th Special Commission Meeting held to discuss potential branch library locations in Glen Park and Visitacion Valley noting that the Commission had authorized the Department of Real Estate to investigate and negotiate potential locations at three sites in each neighborhood and to report back its findings to the Commission in much greater detail at the end of August.

Regarding the Mission Bay Branch Library, Ms. Thompson outlined ongoing discussions with the Redevelopment Agency concerning a corner location at 4th and Berry Streets for an 8,000 sq. ft. facility on a condominium parcel jointly to be shared with a senior housing development. Ms. Thompson noted that she and Chief of Branches Donna Corbeil had been meeting regularly with Redevelopment and with the designers of the proposed facility to

The number of members of the public who spoke anonymously at this meeting, 1.

spell out in detail all aspects of the shell facility to be delivered to the Library to house the branch. Finally, Ms. Thompson discussed work on the design schematics for the Richmond Branch Library so that proper documentation could be in place for the first round of competitions for Prop. 14 State Library Construction Bond funds next June.

Public comment on AGENDA ITEM #3 BRANCH LIBRARY BOND UPDATE

Mr. Ed Regan suggested that the Commission go slow in replacing branch libraries, pointing out that in his view the$2.5 million Ocean View Branch was better that what it replaced but was not open enough hours. Mr. Regan additionally proposed that the library develop a physical plant model of how many sq. ft. it wanted in each branch and recommended that each branch have three levels. Mr. Regan also suggested creation of offices for the branch librarians' in each branch.

Commission comment on AGENDA ITEM #3 BRANCH LIBRARY BOND UPDATE

In response to a question by Commissioner Streets, Ms. Thompson and the City Librarian discussed in detail the background of what the Library would be required to do to prepare to pursue Prop. 14 State Library Bond funds for the Richmond Branch, identified as the single most expensive branch project in the bond program. The City Librarian commented on the importance of getting Prop. 14 funding, with its 65% state funds to 35% local matching funds in meeting the overall goal of getting $10 million from state funds for branch bond projects. In response to a query by Commissioner Bautista, Ms. Thompson discussed in more detail how the library was working with the developer/designer of the mixed use Mission Bay project to get the best design available for the shell facility that the Library would receive. President Higueras noted that this project was a win/win for the Library, the seniors, and the neighborhood. Ms. Thompson observed that the branch Library would have its own address, own utilities, and that the Library was given a prominent corner location and that the Library staff were working to make sure that the branch library had its identity, own principle entry, and a architecturally distinctive front.

Agenda Item #4 PATRON CONDUCT POLICY

The City Librarian introduced discussion of a revised Patron Conduct Policy, Guidelines for Library Use noting that this proposed revision was the product of long and extensive discussions by staff. Ms. Hildreth then introduced Library Security Chief Rachel MacLachlan, who gave an extensive presentation on why staff felt this to be a very important issue. The Library Security Chief pointed out that the original rules for patron conduct had been adopted in 1983, were very legalistic and difficult to understand, and couched in language she felt many parents would be uncomfortable discussing with their children. Ms. MacLachlan observed that the rules needed to be in plain English, that they should eliminate some existing prohibitions which were no longer needed, and they should effectively address the issues which regularly came up. She noted that patrons frequently looked for posted copies or requested copies of the rules. Ms. MacLachlan cited as an example that for many years, with the permission of the City Attorney, the Library has required patrons to

The number of members of the public who spoke anonymously at this meeting. 1

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wear shirts and shoes while using the library but that this policy was not reflected in the written rules. The Library Security Chief summed up her presentation by stating that the proposed new guidelines would be a wholesale updating and clarifying of the rules, addressing issues which had not be addressed in the past, and eliminating those rules no longer needed. She cited the controversy that ensued with the banning of smoking in the library in 1980 and now the new guidelines requesting that smokers be 10 ft. away from library entrances as the kind of evolution in policy that the proposed rules reflected.

Public comment on Agenda Item #4 PATRON CONDUCT POLICY

An anonymous member of the public expressed doubt as to whether the presenter had referred to the old rules or the new rules as legalistic and noted that the City Attorney had been said to have commented on them, but that the content of that comment was not reported. This individual found the proposed rules unsuitably vague, mentioning a famous 1980's case in New Jersey relating to a homeless person that a library was forbidden to bar from the library for starring at other patrons. The anonymous member of the public noted that this case established a legal precedent that libraries were public forums that could not restrict access for subjective reasons. Mr. Ed Regan asked that the signs located in the Second Floor Children's Center and children's libraries in the branches restricting access to children and adults accompanied by children be removed. Mr. Regan also recommended that patrons be allowed to take books from the library into the Café area. Ms. Maya Nordberg, a legal advocate for the Coalition for the Homeless expressed concerns that the proposed new rules would not treat all patrons equally, although all users are entitled to be in the library. Ms. Nordberg found that details of the proposed rules would permit disparate treatment, wondering if someone with too strong cologne would be given the same treatment as someone who had no had the opportunity to clean up. She questioned the rule regarding excessive use of bathrooms and asked that it be clarified. She also questioned why persons remaining at the library after closing would be referred to the police. Ms. Nordberg found this a very severe first step in addressing the needs of such people. She also questioned how the rules against sleeping would be applied. Mr. Peter Warfield found it unfortunate that the new rules were being considered without clearly highlighting the changes from and providing copies of the current rules. Mr. Warfield observed that he found the old rules clearly and simply stated and some new rules too vague. Mr. Warfield cited various proposed rules he found objectionable or open to subjective enforcement. Mr. Warfield also found the sanctions included in the new policy too harsh and observed that there were no procedural safeguards or appeal process for those found in violation. Mr. Matthew Fitt, a Hastings Law student, observed that shoes don't seem to be a necessity in the library, and questioned the restrictions on luggage, inquiring if they applied to backpacks. He expressed concern that differing standards might be applied to someone who seemed homeless. Mr. Fitt also raised questions regarding the definition of many of the prohibitions in proposed rules expressing concern that vagueness allowed for differential enforcement. Ms. Susan Mizner, Mayor's Office on Disability expressed several concerns with the proposed rules. Ms. Mizner expressed approval of the policy change from describing guide dogs to the more inclusive service animals. She echoed concerns raised by others regarding how some of the rule might negatively impact those with psychiatric disabilities and suggested that the new policies be phrased as expectations rather than prohibitions. Ms. Mizner cited saying respecting other user's right to the quiet enjoyment of the library as a better approach. She also questioned if the rule concerning "excessive " use of restrooms could pose problems for the disabled. As her final point, Ms. Mizner noted that the prohibition against lying on the floor as problematic for some disabled individuals and suggested that her office would be happy to work with the library to resolve any issues of concern. Librarian Andrea Grimes applauded the updated guidelines and called attention to the over abundance of noise in the Main Library. Ms. Grimes recommended that in addition to the proposed rules on personal communications devices, the Library post signs requesting patrons turn off cell phone and pager ringers to reduce nuisance noise for other patrons and staff.

Commission comment on Agenda Item #4

Commissioner Coulter agreed that language phrased as expectations rather than prohibitions might be considered and agreed that patrons should be encouraged to turn off cell phone ringers. Commissioner Coulter further commented that the Library had been in the forefront of providing services to the homeless. Commissioner Coulter recalled the very serious problems that had occurred in the old Main Library and discouraged some patrons from using it. In response to the Commissioner's comments, Library Security Chief Rachel MacLachlan explained that it was the practice of her staff to treat everyone consistently and that every effort was made to accommodate everyone. She noted that Library Security tried to strike a balance in protecting the rights of all library patrons. The Security Chief observed that it was important to make clear to everyone what the Library's expectations for conduct are. Ms. MacLachlan commented that except for some of those raised by the Mayor's Office of Disability all of these issues had been extensively discussed. Ms. MacLachlan suggested that the guideline regarding excessive use of restrooms could be reworded in such a way as to not cause worry to disabled patrons. The Library Security Chief stated that it was behavior that first and foremost determined how library staff responded to these issues. She also clarified that too strong perfume was just a serious a concern as other unpleasant odors. The Security Chief commented that while she appreciated some of the concerns voiced, in her view the proposed rules were a fair way to address these serious problems. In answer to a questions by Commissioner Bautista, Ms. MacLachlan discussed how the Library responded to concerns with misuse of library bathrooms by informing people about public bathing facilities and to illegal skateboarding activity. President Higueras suggested that the guidelines needed some further work, that some of the language may be too broad, and suggested that staff work with the Mayor's Office on Disability to resolve their concerns. The City Librarian proposed to bring a redraft of the guidelines to the Commission in August or September. Library Chief of Branches Donna Corbeil, commented that these rules were designed to serve the entire library system including the branches where there were very serious security concerns. She noted that staff only contacted the police in extreme cases where there was a threat or violence. Ms. Corbeil pointed out that staff made every

Commissioner Chin joined the meeting at 5:31PM.

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effort to work with patrons to resolve concerns and that maintaining the security was important. The Chief of Branches noted that since the rules were originally written that circumstances have changed and led to the need for revised rules.

Agenda item #5 LIBRARY AFFINITY CENTERS UPDATE

The City Librarian informed the Commissioners than in response to requests by Commissioners Coulter and Streets that she was proposing that regular reports be made to the Commission concerning the activities of the Library's various affinity centers.

Ms. Hildreth then introduced Ms. Estella Manila, Librarian of the Filipino Interest Collection and Center. Ms. Manila gave an extensive report outlining the work of the Filipino Center since its beginning in 1996. Ms. Manila reported increased use of the Center with large numbers of library patrons accessing its collections. Ms. Manila then discussed various Friends and Foundation funded programming that the Center had offered, highlighting musical and cultural programs, literary workshops, author conversations, a special program on Moslem Filipinos, a book launch program, and Filipino American Historical Society programs. The Filipino Center Librarian reported on her activities in the Filipino American Community, and her sharing information at the American Library Association Annual meeting, including two exhibits calling attention to Asian Pacific writers. Ms. Manila pointed with pride to the inclusion of a historic photograph of a Filipino Catholic Club taken during the 1920s in the "New Main to New Millennium" exhibition. She reported that the Center actively sought speakers to help put its Filipino American collections to work and called attention to the Library's proposed efforts to digitize historic photographs of Filipino Americans to make them more widely available.

Next the City Librarian introduced Mr. Stuart Shaw, Librarian of the African American center. Mr. Shaw reported that during the past nine months since he had been selected to be the African American Center's librarian that the Center had been very heavily used. Mr. Shaw commented that the Center was very popular not only as a reference center but that it also served as resource to answer questions by community members. Mr. Shaw then reported on several programs which the African American Center would be presenting in the near future, including a program on the book Pale Truth about Mary Ellen Pleasant and a program by the Rev. Tim Taylor, "Reclaiming Family History". Mr. Shaw then discussed the many programs that he had participated in, including the ALA Diversity Fair. The African American Center Librarian then informed the Commission concerning programming in the Center during the past two years, noting that as the Center became better known it was beginning to involve more members of the Community. Mr. Shaw called attention to the Annual Black History programs and reported that the popular "Unsung Heroes" program honoring community leaders in the African American Community would be held this year in November. He reported the Rev. Cecil Williams would be honored. Mr. Shaw called the Commissioners attention to the fact that the Center's Donor Plaque was being updated and that it would be re-installed soon.

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Public comment on Agenda item#5 LIBRARY AFFINITY CENTERS UPDATE

None offered

Commission comment on Agenda item #5 LIBRARY AFFINITY CENTERS UPDATE

In response to questions by Commissioner Coulter, Mr. Shaw and Ms. Manila discussed their efforts to engage their respective communities in the African American and Filipino American Centers and inform them about the work of the Centers. In response to a comment concerning the relationships with the African American Historical Society and the Schaumburg African American Center at the New York Public Library, Mr. Shaw discussed his efforts to renew ties and to access information available. In response to a query by Commissioner Streets, Mr. Shaw explained in some detail his efforts to get the word out and to network with community leaders and organizations to raise the profile of the African American Center in the Community. Ms. Manila next outlined the 6 or 7 major programs that the Filipino American Center presented each year and called special attention to programming tailored to young adults and children. Ms. Manila then provided a summary of upcoming events that the Center was presenting. Ms. Manila then discussed the Filipino American film and video programs that she was presenting in November and in December reported there would be a program on Filipino Children's books. In response to a question by Commissioner Coulter, Ms. Manila discussed the various percentages of time she devoted to the Center, answering specialized reference questions, and staffing the 5th Floor desk. In response to another question by Commissioner Coulter, Ms. Manila called attention to the extensive Filipino American Collection located in the Excelsior Branch Library, noting that it was both popular and well used by the large Filipino American Community in its neighborhood. In response to similar questions by Commissioner Coulter, Mr. Shaw noted that the amount of time he spends in the Center varies depending on the demands of ongoing programming. Mr. Shaw additionally observed that he did spend time working with branch library staff to sponsor programs at the Bayview, Ocean View, Potrero Hill, and at the Western Addition Branch Libraries.

Commissioner Coulter suggested that future presentations by the affinity center staff be done as a panel to facilitate discussion. He further requested that the supervisors of affinity center staff attend these presentations so that they could respond to questions. Commissioner Coulter inquired concerning center programming at branch libraries and also requested a report from the Friends and Foundation concerning its efforts on mainstreaming its outreach and support efforts on behalf of all of the affinity centers. Commission Coulter noted that outreach to the community was vital and wanted to know more about how the Library proposed to increase the quality of its outreach, involve more community leaders, and learn how to improve the centers by learning from successful models elsewhere. Commissioner Chin congratulated the library affinity centers staff for the important work they did for the Library and the community. She then called attention to the fact that the San Francisco Unified School District had just adopted new social studies materials which could be enhanced with the involvement of the specialized affinity centers collections in school programs.

Commissioner Bautista praised the Filipino Center's photo and art program honoring the Mnong, Filipino elders and she requested that Commissioners be given information on upcoming programs.

President Higueras called a brief recess at 6:22PM
The Commission returned to session at 6:29PM.

Agenda item # 6 FRIENDS AND FOUNDATION REPORT

Mr. Paul Gormsen presented a brief report on the recent and upcoming activities of the Friends and Foundation calling particular attention to the third anniversary of the merger of the Friends of the Public Library and the Foundation of the San Francisco Public Library. Mr. Gormsen reported on recent activities at the Book Bay at the Main, a SPUR/Chamber of Commerce reception honoring City Librarian Susan Hildreth, and details of the Fall Lecture series beginning in September. Mr. Gormsen then reminded the Commissioners of the 37th Annual Book Sale held this year during September 6th through 9th at Fort Mason Center. Mr. Gormsen then discussed in some detail an architectural charette which the Friends and Foundation were sponsoring in support of generating innovative ideas for the branch library bond program. Mr. Gormsen then discussed the Friends and Foundation activities at ALA and called attention to its support for programming at the various affinity centers. Mr. Gormsen finally discussed ways in which At The Public Library could be improved, in particular by providing more coverage of the affinity centers.

Commission comment on Agenda item # 6FRIENDS AND FOUNDATION REPORT

In response to a question by President Higueras, Mr. Gormsen reported the dates of the architectural charette would be during October 4-7, 2001. In answer to a query by Commissioner Bautista the Friends and Foundation confirmed its continued support for the Library's summer reading programs.

Agenda Item #7 LIBRARY LABOR UNION REPORT

None offered

Agenda item #8 NEW BUSINESS

Commissioner Coulter called attention to a recently produced library information pamphlet for parents and children concerning use of and information about the Internet. President Higueras called attention to the cover story in the most recent issue of Library Journal featuring an article on City Librarian Susan Hildreth.

Public comment on Agenda item #9 NEW BUSINESS

An anonymous member of the public complained of the impoverishment of the amount of information included in mailings to the Commission.

Agenda item #10 PUBLIC COMMENT

An anonymous member of the public spoke on the theme of disparate treatment as reflected in the discussion on the patron conduct policy. This individual observed that it is a principle

The number of members of the public who spoke anonymously at this meeting 1.

all closed systems will devolve to zero. The anonymous member of the public commented on how British scientist Maxwell's theory addressing this issue had been applied to social circumstances, describing how upper classes benefited by denigrating lower classes. This person further observed that public libraries were instituted in our society to provide a source of universal education to help people cross the social barriers created by class. This individual suggested that these barriers themselves created a sense among some people that they were aristocrats. Mr. Ed Regan requested that the Library adopt public service hours from 6AM to Midnight seven days per week, 365 days per year.

Agenda Item #11 ADJOURNMENT

MOTION: by Commissioner Chin, seconded by Commissioner Bautista that the meeting be adjourned in memory of the late Betty Schwabacher, an esteemed former librarian, children's librarian, and branch library manager.

ACTION: AYE 6-0 (Bautista, Chin, Coulter, Higueras, Steiman, and Swig)

The meeting was adjourned at 6:41PM.

Michael Housh, Commission Secretary 8/8/01

The number of members of the public who spoke anonymously at this meeting 1.

Please note: These are draft minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, July 3, 2001

Item 1:
Approval of the June 5, 2001 Minutes

"I begin with my boiler plate complaints that the entire meeting is not recorded on the tape and the public summaries are not on the web site.

During the discussion of the bond program Commissioner Bautista observed some objections to the library's repeater system which is not contained in the minutes.

Two examples of disparate treatment: The anonymous citizen is quoted as saying 'paying someone to dig their own grave.' It is a grammatical error that was not made and was prejudicially supplied

Roberto Esteves' statements by contrast are not reported, in effect euphemized, when they don't serve the library's interests. For example, Mr. Esteves' statement that the uses and attributes of the e-book have not been determined is not here. He said, institutions were chipping in their collection monies. That's not here. Several other specifics – such as that the average use was 15 minutes – were deleted from the minutes."

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, July 3, 2001

Item 2:
City Librarian's Report

"I understand the American Library Association's convention was a success. I wish we had received a full report of the success of the embargo of the Marriott Hotel. My understanding is that the president-elect of ALA would not attend his own inauguration because it was held in the Merriott and that the union activists were very happy with the support they received from the library community.

With respect to the amnesty, I hope that we will highlight Leland Yee's name in the thank you's. It was Leland Yee who insisted on the amnesty going forward sponsored by the Board of Supervisors with the resistance of the library administration and assurances from the library administration that it would not be a success.

I will reserve my comments on the budget for another forum, but I hope the commission will look at that carefully."

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, July 3, 2001

Item 4:
Patron Conduct Policy

"The presenter stated that the City Attorney looked at these proposed rules, but she didn't say what the City Attorney said. I believe any competent attorney would find these rules unsuitably vague.

I would remind you of a celebrated case from the 1980's in New Jersey what established a widely-applauded principle of the library as a limited public forum. What that meant was that the standard for banning someone from the library was higher than in other institutions and cannot be subjective.

One rule forbids approaching people in a manner that could disturb them. That is unsuitably subjective. I am sure I disturb people when I approach them, but that is their business. I still have a right to use the library."

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, July 3, 2001

Item 8:
New Business

"I am gratified to hear your comments about the increasing impoverishment of the commissioners' packets.

You mention the lack of information also in the affinity centers report.

I receive the packet under a public document request and there is a great deal of media discussion about the library and various issues that is not copied to the commission the way it use to be. Thus, your observations are completely apt."

Appendix A

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, July 3, 2001

Item 9:
Public Comment

"I suppose our theme for today was 'disparate treatment.'

When I come into this auditorium I pass a sign that says, please no eating or drinking in the Koret Auditorium.

I wonder if the security director is going to put you in handcuffs and haul you away, as she would me.

Re Maxwell's Silver Hammer: The principle is that any closed system will devolve to zero entropy. Maxwell, the famous scientist, devised the solution of a restricted area and a guard with a silver hammer. The social analogy is clear: A class derives the majority of society's benefits by denigrating the lower classes.

Universal education and public libraries were instituted so that people could cross those barriers. The illusion is created that those who live within the barriers are 'good people.' They are convinced that they are aristocrats, but it comes from the barrier, not their character."

Current Policy

Patron Conduct Policy Policy #201

Section: Library Services

Adopted: Dec '90

Revised

It is the policy of the San Francisco Public Library Commission that the following activities are PROHIBITED in the Library:

1. Smoking,
2. Sleeping;
3. Eating or drinking;
4. Disturbing or annoying another person by loud/or unreasonable noise
5. Obstructing, molesting, or interfere with any person's comfort or use of the library;
6. Fighting or challenging to fight, or using offensive words inherently likely to provoke violence;
7. Willfully or lewdly exposing one's private parts;
8. Ingesting alcohol or entering the library under the influence of intoxicating liquor in such condition that one is unable to exercise care for one's own safety or the safety of others;
9. Maliciously cutting, tearing, defacing, breaking, or injuring and book or library property;
10. Leaving children under the age of 6 unattended by a parent, guardian, or other authorized person;
11. Soliciting or engaging in any act of prostitution including lewd acts between persons;
12. Begging;
13. Peddling goods, wares, or merchandise, or any article, material or substance;
14. Bringing animals into the library, except guide dogs for the blind or deaf;

Persons who commit prohibited acts may be subject to arrest or excluded from the library.

All patrons must leave the library premises at closing time. Escorts, rides, etc are the sole responsibility of the patron or parent, guardian, or other authorized person. Patrons who need assistance to return home, such as minors or disabled adults, and who remain in the library after closing time, may be referred to the local police in order to insure their safety.

These rules have been formulated with the cooperation of the San Francisco City Attorney's Office.

DRAFT

San Francisco Public Library Commission Policy Manual

Patron Conduct Policy – Guidelines for Library Use **Policy #201**

Section: Library Services

Adopted: Aug. '83
Revised: Dec '90

The San Francisco Public Library ("Library") seeks to provide its users with a safe and pleasant library experience in an atmosphere conducive to study, reading and appropriate use of materials and services. So that all persons may enjoy the benefits of the Library, individuals visiting or using the Library's facilities or services ("users") must comply with the following Guidelines for Library use:

TO ENSURE THE SAFETY OF ALL USERS:

Children under the age of 8 must be accompanied at all times by a parent, guardian, or other responsible person.

The City Librarian may restrict adult use of Children's areas in order to ensure the adequate protection of the Library facilities and of persons and property therein.

Appropriate attire, including shirts and shoes or other footwear, is required.

Persons under the influence of alcohol or non-prescribed drugs are not allowed on Library property.

Smoking is not permitted inside Library facilities or within 10 feet of any door.

People, animals or property must not block aisles, doorways, stairways, elevators and ramps. Large objects such as carts, bicycles and luggage may not be brought into Library facilities. Personal property must be within sight of the owner.

Weapons of any kind are prohibited on Library property.

Animals, other than service animals assisting persons with disabilities, are not permitted inside Library facilities or within 10 feet of any door.

Persons who remain at Library facilities after closing, and who need assistance to return home may be referred to the police in order to ensure their safety.

Roller skates, scooters, skateboards, bicycles, or other similar devices must not be used on Library property.

Sleeping or lying on the floor or furniture is prohibited.

Library entrance areas shall be used exclusively for entering and exiting the Library and as temporary waiting areas for Library users.

TO ENSURE ACCESS TO LIBRARY SERVICES FOR ALL USERS THE FOLLOWING ARE PROHIBITED ON LIBRARY PROPERTY:

Eating or drinking, except in designated areas. Water bottles, covered beverage containers, and foodstuff must be kept out of sight.

Strong, pervasive odors.

Vandalizing or abusing Library materials, equipment, or facilities.

Begging, soliciting donations or signatures.

Selling merchandise without prior permission from the City Librarian.

Media or commercial photography or filming, without prior permission from the City Librarian.

Unreasonable or excessive use of rest rooms, including laundering and bathing.

Blocking Library entrance areas or interfering with the free flow of pedestrian traffic in such areas.

Any activity that unreasonably interferes with a person's comfort or use of the Library, including but not limited to:

> Approaching library users in a manner that could disturb them.
>
> Staring at, following, or photographing others.
>
> Using slurs or profanity.
>
> Making any loud or unreasonable noise or other disturbance, including inappropriate use of personal communications or entertainment devices.

Persons who fail to follow these guidelines or other posted Library regulations (e.g. computer use rules) may be removed from the facility, have their Library privileges suspended, and/or be arrested.

STATE LAW PERMITS LIBRARY STAFF TO SEARCH PURSES, BAGS, PARCELS, ETC. IN ORDER TO PREVENT THE THEFT OF BOOKS AND LIBRARY MATERIALS, STATE LAW AUTHORIZES THE DETENTION FOR A REASONABLE PERIOD OF ANY PERSON USING THESE FACILITIES SUSPECTED OF COMMITTING "LIBRARY THEFT." (CALIFORNIA PENAL CODE SECTION 490.5)

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San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

NOTICE OF MEETING

A special meeting of the San Francisco Public Library Commission called by the Commission President will be held as follows:

DATE: Wednesday, July 25, 2001
TIME: 5:30PM NOTE SPECIAL DAY & TIME
PLACE: Koret Auditorium, Main Library, lower level

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Darian W. Swig
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

The meeting will be called to order

AGENDA: * **

1. BRANCH LIBRARY SITE SELECTION REPORT — ACTION
   Presentation, discussion, and possible action to approve the selection of new sites for the Ingleside and Portola Branch Libraries and to authorize the Department of Real Estate to negotiate and enter into purchase agreements with the property owners of the proposed branch library sites.
   Explanatory documents: site selection recommendations report
2. PUBLIC COMMENT — DISCUSSION
   (This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)
3. ADJOURNMENT (requires motion and public comment) — ACTION

*** Public comment will be taken before or during the Library Commission's consideration of each agenda item.**

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at http://sfpl.lib.ca.us/.
Michael Housh, Commission Secretary. 7/5/01

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

Michael Housh, Commission Secretary
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canceled

NOTICE

THE SPECIAL MEETING OF
THE SAN FRANCISCO PUBLIC
LIBRARY COMMISSION
SCHEDULED FOR WEDNESDAY
JULY 25, 2001 AT 5:30PM
HAS BEEN

CANCELED

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POSTED JULY 23, 2001
Michael Housh, Commission Secretary

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